

## **Recruitment process underway for the position**

### **“Local staff member in the Political and Economic Affairs Section”**

**Workplace:** The Consulate General of Japan in Montreal (1, Place Ville Marie)

#### **1. Main responsibilities**

As a local staff member in the Political and Economic Affairs Section, the employee will support the diplomatic team in understanding the political and economic environment of Quebec and the Atlantic provinces by maintaining files relevant to the Consulate General of Japan in Montreal (CGJM) and conducting research on topics of particular interest to the CGJM. The employee will also serve as a point of contact for provincial and municipal governments, officials, government agencies, etc. The start date is scheduled for June 2026.

The CGJM aims to strengthen bilateral relations between Japan and the five (5) provinces within its jurisdiction: Quebec, Nova Scotia, New Brunswick, Prince Edward Island and Newfoundland and Labrador. For more information on the specifics of this mandate, please visit the CGJM's website and social media platforms.

#### **2. Job duties**

- Conduct daily media monitoring;
- Prepare reports and organize ad hoc meetings regarding the political and economic environment as needed;
- Highlight and explain the actions of various governments (bills, strategic action plans, budgets, etc.);
- Draft official correspondence with governments;
- Organize meetings with government officials and representatives, business leaders, etc.;
- Attend visits and conferences and produce reports;
- Prepare speeches according to the diplomats' needs;
- Update statistics and other relevant information for reference—international trade, demographics, Japanese investments, etc.;
- Perform English-to-French or French-to-English translations;
- Provide logistical support during visits by Japanese dignitaries.

#### **3. Eligibility criteria**

- Canadian citizenship or permanent residency;
- Bachelor's degree in political science or a related discipline, or an equivalent combination of education and experience;
- Strong understanding of the politics and economy of Quebec and the Atlantic provinces;
- Knowledge of Japan is a plus;
- High-level oral and written communication skills, and perfect command of written and spoken French and English; knowledge of Japanese is a plus;
- Knowledge of Microsoft Office software (Outlook, Word, Excel, PowerPoint, etc.);
- Proactive, and a strong sense of responsibility to support the work of diplomatic staff and other colleagues;
- Flexibility to work overtime during the week and on weekends;

#### **4. Working conditions**

- Salary (paid monthly): Determined according to standards set by the Government of Japan;
- Benefits: Paid leave, social security system, details provided during the interview;
- Standard working hours:
  - Five (5) days/week, Monday to Friday (excluding public holidays and other office closures);
  - From 9:00 a.m. to 5:00 p.m., excluding a one (1) hour lunch break, totalling 35 hours/week;
- Contract: fixed-term contract, which includes an initial probationary period of three (3) months and may subsequently be extended to a long-term contract based on an evaluation of the quality of the work performed.

#### **5. Application process**

##### **Phase 1: Submission of documents for the first selection stage**

**Submission method:** By email to [economy@mt.mofa.go.jp](mailto:economy@mt.mofa.go.jp)

**Deadline for document submission:** Wednesday, May 13, 2026, 9 a.m. EDT

##### **Required documents:**

- 1) Curriculum vitae and cover letter in French (Word or PDF format), an additional copy in English or Japanese may also be submitted if desired.
- 2) Scanned copy of proof of Canadian citizenship or permanent residence.
- 3) Scanned copy of proof of your undergraduate university diploma or other relevant credentials.

##### **Restriction on the size of attached files:**

Please ensure that the total size of all attached files does not exceed 9 MB.

If the files are too large, you can split them into separate emails. In this case, please add a note to this effect in the subject line.

##### **Phase 2: Interview and written examination**

Please note that, among the candidates who have submitted their applications, only those who advance to phase 2 will be contacted.

Interviews and written examinations will be held in person at the CGJM during the month of May 2026.

**We eagerly await applications from all interested individuals.**