

Administrative Clerk (PSA-Limited) Fukuoka

OPEN TO:	All Interested Parties (with the exception of U.S. citizens and U.S. legal permanent residents)
POSITION:	Administrative Clerk
OPENING DATE:	December 17, 2020
CLOSING DATE:	December 21, 2020
WORK HOURS:	Monday through Friday, 8:30 – 17:30
SALARY:	Hourly wage of ¥1,576
LENGTH OF HIRE:	16 days between January and February 2021. Length of hire may be extended up to 30 days per calendar year depending on the management needs and funding availability.
STARTING DATE:	From middle of January 2021

The Public Affairs Section of the U.S. Mission in Japan (Fukuoka) is seeking eligible and qualified applicants for a position of Administrative Clerk (PSA-Limited).

All Ordinarily Resident (OR) applicants must have the required work and/or residency permits to be eligible for consideration.

BASIC FUNCTION OF POSITION:

Under the direction of the Public Affairs Officer (PAO), the Incumbent would assist the Consulate's outreach to youth audiences in the Kyushu consulate's district. The Incumbent provides general clerical support for the PAS team under the close supervision of the PAO.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Good knowledge of American culture, U.S. – Japan relations, international issues and politics, and social issues.
2. Active user of social media including Facebook, Twitter, LINE, and YouTube.
3. Knowledge of Microsoft Office (Excel, Word, and Power Point).
4. Level III* (Good Working Knowledge) English and Level IV* (Fluent) Japanese.
5. Excellent communication skills (verbal and written).
6. Preferably experience studying in the United States.

ADDITIONAL SELECTION CRITERIA:

1. All candidates for this position must submit their applications in English.
2. Applications must be received by email by the closing date.

HOW TO APPLY:

Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Employment Application for Locally Employed Staff or Family Member (Form DS-174), which is available on our website <https://eforms.state.gov/Forms/ds174.PDF>

2. A copy of a language test score within 5 years

WHERE TO APPLY:

Please send your application **by email** to HROTokyo@state.gov.

* Please DO NOT mail your application to the Embassy.

EQUAL EMPLOYMENT OPPORTUNITY:

The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.