

JOB OPPORTUNITY

The Embassy of Japan in Barbados, concurrently accredited to Antigua and Barbuda, St. Kitts and Nevis, and Dominica, is seeking a highly motivated, team-oriented individual for the position of Secretary to the Ambassador.

Job Description: The Secretary provides high-level administrative and secretarial support primarily to the Ambassador and the Deputy Head of Mission.

In addition to secretarial duties, the successful candidate will be expected to provide administrative assistance across various sections, including Political, Cultural/Public Relations, Economic Cooperation, and the Management and Coordination section, as the Embassy operates with a small, multi-functional team. Key functions include:

- **Executive Scheduling:** Manage and optimize the daily calendars of the Ambassador and Deputy Head of Mission, coordinating high-level appointments with government officials and the diplomatic corps.
- **Protocol & Events:** Manage invitations, mailings, and guest lists for official functions and receptions.
- **Communication Management:** Handle and prioritize incoming correspondence (emails and calls) for the Ambassador's office; draft speeches and prepare press releases and PR materials to support official communication and public engagements.
- **General Administrative Support:** Assist with tasks in the Political, Cultural, Economic Cooperation, and Management sections as required, contributing to the overall operation of the Embassy.
- **Administrative Maintenance:** Maintain an up-to-date contact database of key stakeholders and manage physical and electronic filing systems.
- **Guest Reception:** Provide front-desk reception and hospitality for the Ambassador's visitors.

Reporting and Supervision Structure:

- **Daily Work Instruction and Reporting:** The Ambassador, the Deputy Head of Mission, and the Head of the Political Division.

Working Conditions:

- **Working hours:** 8:00 to 12:00 and 13:00 to 16:45 (Mon-Fri).
- **Lunch break:** 12:00 to 13:00.
- **Salary:** Varies according to education and work history.
- **Start date:** Monday, June 01, 2026.

Minimum Requirements:

- Valid legal status to work in Barbados.
- A bachelor's degree.
- At least two years of professional work experience (experience as an executive assistant or in a similar role is preferred).
- Knowledge of Japanese is not mandatory but highly advantageous.

Qualifications to be considered:

- Professionalism: Exceptional interpersonal skills and the ability to interact with high-ranking officials with decorum and discretion.
- Confidentiality: Proven ability to handle sensitive information with the utmost confidentiality.
- Flexibility: Ability to multi-task and support different divisions in a small team environment.
- An excellent command of verbal and written English is essential.
- Excellent administrative skills and IT skills, including proficiency in graphic design platforms such as Canva, and Microsoft Office (Outlook, Excel, Word).

Application Process: Applications must be submitted via email only **by Friday, May 08,**

2026. Interested candidates should submit:

1. CV with a recent photograph and two references.
 2. Copies of academic certificates/diplomas.
 3. 500-word essay on **“The role of a Secretary in a diplomatic mission and my potential contribution.”**
- Shortlisted applicants will be contacted for an interview in mid-May 2026.
 - Shortlisted applicants will be required to provide a Police Certificate of Character issued by the Barbados Police Service.

E-mail: application@rt.mofa.go.jp

Subject: Job Application - Secretary to the Ambassador (YOUR NAME)