

VACANCY: EXPO EVENT SUPPORT STAFF (MANAGEMENT ASSISTANT)

EMBASSY OF THE KINGDOM OF THE NETHERLANDS IN TOKYO

22 July, 2024

BASIC DETAILS

Job Title : Expo Event Support Staff (Management Assistant/MA)
Mission : Tokyo
Unit : Netherlands Agricultural Network (LAN)
Job Level : 6
Number of hours : 37,5 per week

SPECIFIC INFORMATION

The Netherlands is a proud participant in the upcoming World Expo 2025 Osaka. In a world facing complex global challenges such as climate change, urbanisation and ageing populations, we aim to promote joint solutions at our Expo pavilion under the slogan "Common Ground". In the run-up to and during the World Expo 2025 Osaka, we will organise to this end a wide range of activities, including trade missions, seminars, matchmaking and cultural events.

Do you have what it takes to make the Dutch contribution to the World Expo 2025 Osaka a success? Are you interested in cooperating with both internal and external partners on key themes in the Dutch Expo-programming, e.g. sustainable food production and high tech and digitalization? The Embassy of the Kingdom of the Netherlands in Tokyo is looking for an Expo Event Support Staff to help organise business related events and incoming (trade) missions.

We are looking for an energetic, flexible and creative team player with an open-mind, who is service-oriented, able to work between different cultures and excellent at organizing and managing events. Fluency in both Japanese and English is a must.

You will be offered a temporary employment contract with a 2 month probation period. Gross salary is between JPY 483,870 and JPY 548,386, depending on experience and qualifications. Fringe benefits include a 13th and 14th month paid at the end of the calendar year. The position is created specifically in support of the World Expo 2025

Osaka and will end on 31 October 2025. There is no possibility for extension of the contract or transition into a permanent contract at the embassy in the current position.

MAIN TASKS

The Expo Event Support Staff will work for both the Netherlands Agricultural Network (LAN) and the Netherlands Innovation Network (NIN) in Japan and is expected to execute the following duties:

- Support and collaborate with colleagues at the Embassy in Tokyo and Consulate General in Osaka, and the Expo project team in the Netherlands and Japan in the organisation of events (trade missions, seminars, etc.) as part of the Road2Osaka and during the World Expo 2025 Osaka.
- Where necessary, liaise with organisations in the Netherlands and Japan on the planning and implementation of events.
- Provide general administrative, logistical, financial and organizational support, for the preparation of events and incoming and outgoing visits and missions.
- Plan and prepare communication materials and social media messaging in collaboration with trade and policy officers and the communication team.
- Assist in organizing Embassy wide events, like the national day reception.
- Assist other departments in times of temporary lack of capacity during events or missions.
- The focus of the support activities is on events and missions in the domain of the key themes of agrifood & horticulture and high tech & digitalization, and the Expo Event Support Staff member mainly works with LAN and NIN staff members; however, if necessary assistance may be required by different sections for events on different themes.

Although the position is located in the LAN section of the Embassy in Tokyo, you will work both for the Netherlands Agricultural Network as well as the Netherlands Innovation Network. The position will require occasional travel to Osaka, especially during the World Expo in 2025.

ABOUT THE NETHERLANDS AGRICULTURAL AND INNOVATION NETWORK IN JAPAN

The Netherlands Agricultural Network (LAN) of the Embassy of the Kingdom of the Netherlands in Japan represents the Ministry of Agriculture, Fisheries, Food Security

and Nature (LVVN) in Japan. LAN promotes and supports trade, innovation and the exchange of knowledge between the Netherlands and Japan in the field of sustainable agriculture and food production, in particular by maintaining intensive contacts with local authorities, Dutch and local businesses and professional organizations, and research organizations. In addition, LAN is responsible for reporting on, and explaining relevant policy developments in Japan in the fields of agriculture, food security and nature. LAN consists of one Agricultural Advisor, one Agricultural Support Officer and one Management Assistant and is headed by the Agricultural Counsellor, to whom you will report.

The Netherlands Innovation Network (NIN) of the Embassy of the Kingdom of the Netherlands in Japan is established by the Ministry of Economic Affairs to help ensure and foster the position of the Netherlands as a world leader in Science, Technology & Innovation (ST&I) and to strengthen its global competitiveness. The main role of NIN is to act as a liaison for international collaboration in ST&I relations between the Netherlands and Japan. NIN adopts a proactive approach, seeking out opportunities for Netherlands companies and research institutes, providing relevant information to the Netherlands government and establishing and linking direct contacts between all relevant players. NIN consists of four Innovation Policy Advisors, one Management Assistant, and two diplomats: the Education & Science Attaché, and the Science, Technology & Innovation Counsellor who is also the head of NIN

REQUIRED SKILLS & KNOWLEDGE

- Knowledge and experience with event organization and management
- Experience with organisation of trade missions and high level visits is an advantage
- 3+ years proven successful experience and professional growth in a comparable position
- Experience in planning and management of corporate social media and communication
- Secondary vocational education level (senmon gakko) or higher
- Fluent in Japanese and English in writing, speaking and listening
- Good communication and contact skills

COMPETENCIES

- Ability to communicate in writing and orally
- Client orientation
- Ability to plan and organise
- Flexibility
- Ability to work with others
- Ability to work accurately
- Integrity
- Ability to work under pressure

About the Embassy:

The Embassy of the Kingdom of The Netherlands in Tokyo employs approximately 50 FTE. The Agriculture Counsellor and her team are part of the Economic Cluster, together with the office of the Counsellor for Science, Technology & Innovation, the Economic Affairs Counsellor and the representative office of the Netherlands Foreign Investment Agency.

Conditions of employment:

- Salary scale will be in accordance with function and experience.
- Benefits are according the local staff regulations of the Embassy of the Kingdom of the Netherlands, which are in line with the regulations of the Netherlands Ministry of Foreign Affairs.

More information:

If you would like more information regarding the content of this position please contact Denise Lutz, Agricultural Counsellor (tok-lnv@minbuza.nl); mentioning 'Expo Event Support Staff' in the subject of the e-mail).

Selection procedure:

The Government of the Netherlands pursues an active diversity policy and is committed to an inclusive organization. We do this by optimally deploying and utilising people's differences and by creating a work culture where everyone can be themselves and feel valued. When composing teams and hiring new talent, we strive for diversity in, among other things, age, gender (identity), culture, religion, background, orientation,

(occupational) disability, knowledge and competencies. We strongly encourage candidates of all different backgrounds and identities to apply.

Candidates are required to submit their motivation letter and resume in English to:

Denise Lutz, Agricultural Counsellor (tok-Inv@minbuza.nl). The deadline for submission is **Monday, August 5 at 6 pm** (JST).

Candidates whose letter and resume are considered to match the formal requirements will be invited for a first interview. Should there be sufficient mutual interest, the candidates will be invited for a second interview.