

(Attachment)

Detailed descriptions of expected job responsibilities

Public Relations Assistant: 1 person

**At the Permanent Mission of Japan to the United Nations
(General Affairs Section)**

1. Responsibilities include, but are not limited to:
 - 1) Coordinate logistics/protocol for conferences, meetings, briefings, events, and other official functions
 - 2) Draft and edit letters, diplomatic correspondence and speeches, support diplomats, as necessary, in translating or editing documents from Japanese into English
 - 3) Follow appointments, meetings, press conferences, stakeouts, briefings, negotiations, etc. to be held in the Security Council, the General Assembly, etc.
 - 4) Draft transcripts for the meetings, press conferences, stakeouts, briefings, etc. at the UN as required
 - 5) Provide support and assistance to the press team coming from Japan, who accompany high-level government officials, during the UNGA High Level Week including the General Debate and other important events
 - 6) Answer queries from journalists on logistic matters, assisting the Mission's Press/Public Diplomacy Officer(s) with any press or public relations events
 - 7) Act as official photographer/videographer upon request
 - 8) Research topics related to the United Nations as required and give oral or written briefings to diplomats upon request for the information
 - 9) Attend relevant meetings with or without diplomats, and take accurate and quick notes, keep records and write up summaries as required
 - 10) Keep up-to-date with and analyze relevant UN news, appointments, press conferences, etc.
 - 11) Maintain close partnerships with United Nations offices and staff, including the Department of Global Communications, General Assembly Conference and Management, Management, Protocol and Liaison Service, Media Liaison Unit, Security, as well as with other Permanent and Observer Missions to UN, etc.
 - 12) Research and maintain partnerships with academic institutions, and arrange student briefings and lectures as required

- 13) Provide support and input for outreach activities including cultural events and receptions, as well as website and social networking updates
- 14) Respond to telephone calls, both incoming and outgoing, with efficiency and professional etiquette
- 15) Update and develop contact information databases
- 16) Manage the official email account and respond to inquiries in an appropriate and timely manner
- 17) Work as a receptionist, as required, at the entrance of the Mission
- 18) Assist and engage in any other duties as requested

2. Competencies

- Communicates effectively
- Sets the highest standard of quality, productivity and professionalism for themselves
- Analyzes and integrates verbal, numerical, and other types of data
- Rapidly learns new tasks and quickly commits information to memory
- Able to balance multiple tasks under high pressure circumstances
- Demonstrates problem solving skills
- Able to work independently and as a member of a team

3. Requirements/Preferences:

- 1) U.S. citizenship or Green card - required
- 2) Excellent English speech writing and verbal communication skills, computer skills, touch-typing skills (60 wpm minimum) - required
- 3) College degree - required
- 4) Japanese language skills and cultural familiarity - preferred
- 5) Basic Knowledge of the United Nations and diplomacy - preferred
- 6) Prior experience in the JET Programme - preferred

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