



ROYAL DANISH EMBASSY
Tokyo

STUDENT ASSISTANTS

ROYAL DANISH EMBASSY IN JAPAN

Job opportunity: 2 student assistants

Location: Royal Danish Embassy, Tokyo

The Danish Embassy in Tokyo is looking for two proactive and detail-oriented student assistants to support our work in the Trade team and the Political team. This is a unique opportunity to gain hands-on experience in international business and diplomacy while contributing to Denmark's commercial and political efforts in Japan.

About the Role:

As a student assistant, you will:

- **Market Research:** Assist the Trade Team with gathering and analysing information on market trends within the sectors of food and agriculture, energy, life science, maritime and tech/digitalization.
- **Translation:** Translate information and materials from Japanese to English
- **Support Cooperation and Export Initiatives:** Contribute to identifying opportunities for Danish companies in Japan, including data collection and preparation of reports.
- **Political Support:** Provide general assistance to the Political Team, including research and analysis of Japanese policies relevant to Danish interests e.g. foreign policies, food, agriculture and fisheries policies, policies within life science and energy policies.
- **Public diplomacy and media support:** Contribute to the dialogue with the media and gathering information for cooperation with media
- **Administrative/Ad Hoc Tasks:** Support the organization of events, meetings, and other activities as needed.

Key Responsibilities:

- Conduct desk research on industry/market developments and policy updates in Japan.
- Prepare summaries, presentations, and other materials to support trade and political activities.
- Assist with planning and execution of events and roundtable discussions.
- Maintain and update internal databases and files.

Qualifications:

The ideal candidate will possess:

- **Education:** Enrolment in a relevant university program, preferably in business, political science, international relations, economics, Danish language studies or a related field.
- **Research Skills:** Ability to gather, analyse, and summarize information from various sources.
- **Language Proficiency:** Fluent in Japanese; high proficiency in English is essential.
- **Organizational Skills:** Strong attention to detail, ability to multitask, and meet deadlines.
- **Communication Skills:** Good written and verbal communication skills in Japanese and English.
- **Proactive Mindset:** A motivated and independent individual with a strong sense of responsibility.
- **Team Player:** Ability to collaborate in an international work environment.

What we offer:

We offer an opportunity to work in an international and dynamic environment. You will gain hands-on experience with trade promotion, policy analysis, and diplomacy.

You will report to the Head of Trade/Head of Political Department, and work closely with the commercial and political employees. We offer a flexible Danish working scheme to accommodate your studies and up to 20 hours work week. The contract will be until the end of 2025 with a possibility for extension.

Expected start:

1st. of April, or soon thereafter. Employment with the Embassy requires security clearance by the Danish Security and Intelligence Service and thus expected start is dependent on this. The chosen candidate must be able to present a "No Criminal Record" and pass security clearance by the Danish authorities prior to appointment.

Application:

12th of February 2025 at 12 noon. Selected candidates will be invited for an in-person interview.

Please send your application (CV and cover letter) in English to tyoamb@um.dk marked "Student Assistant – Tokyo: [your name]". Applications without a cover letter explaining your motivation will not be considered.

The Ministry of Foreign Affairs of Denmark promotes equality and diversity. Therefore, all qualified and interested persons, regardless of age, sex, religion, ethnicity and sexual orientation, are invited to apply for the position.

For any questions regarding this position, please contact Nanami Mie Brandt, Trade Department, Royal Danish Embassy, Tokyo: nanbra@um.dk

**About the Embassy/Trade Council of Denmark:**

The Embassy of Denmark in Japan is a dynamic workplace that represents Denmark's political, commercial and cultural relationship with Japan. We are approximately 35 employees at the embassy. The Trade Council is the governmental export and investment promotion organization under the Ministry of Foreign Affairs of Denmark. For further information visit <https://japan.um.dk/en> and www.um.dk