



Gz: Vw-1-110.00 BW THM-Team

Vacancy

The German Embassy in Tokyo is seeking eligible and qualified applicants for the position of a staff member in the technical team in purchasing/procurement from **October 1st, 2021, or earlier**, currently limited to two years. The post is a half-time position with a working time of 20 hours a week.

This position will primarily involve the following tasks:

- All kinds of procurements, especially from the Japanese market
- Organising and monitoring technical projects
- General administrative tasks
- Technical support for the compound on the premises of the German Embassy in Tokyo
- Data management of technical facilities

Applicants should meet the following requirements:

- Profound knowledge of building systems engineering and material technology or comparable fields, preferably approx. 10 years of work experience
- Thorough knowledge in the field of purchasing/procurement
- Excellent command of Japanese, ability to confidently communicate both orally and in writing
- Basic knowledge of German or English
- Confident and communicative attitude when dealing with company representatives and contact persons in writing and in person
- Willingness and capability to work in a multicultural environment
- Committed, independent and solution-oriented approach to work
- Concept-oriented way of thinking and strong analytical skills
- Good negotiation, communication and cooperation skills
- Basic skills of office software (Word, Excel, Outlook)
- Ability to work in a team, flexibility, resilience and organisational skills

The contractual conditions are based on the model work contract applied for locally employed staff at the German Mission in Japan.

Applications in Japanese should be accompanied by the documents below.

- Motivation letter*
- Recent photograph
- Curriculum vitae in tabular form*
- Job references from previous employers
- Valid residence permit (only for non-Japanese nationals)

*Motivation letter and curriculum vitae should be also in German or English, if possible

Applications will be accepted until August 31st, 2021.

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