



Gz: Vw-1-110.00 BW HW-Team (2)

## 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 **September 1<sup>st</sup>, 2022, or earlier**, currently limited to two years. The post is a part-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
- Negotiations with companies and participation in procurement
- Organising and monitoring technical projects
- General administrative tasks
- Data management of technical facilities

### **Applicants should meet the following requirements:**

- Profound knowledge in the field of purchasing/procurement
- knowledge of material technology or comparable fields and procurement thereof
- 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
- 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 July 1<sup>st</sup>, 2022.**

Embassy of the Federal Republic of Germany  
4-5-10, Minami-Azabu, Minato-ku, Tokyo 106-0047  
Tel. 03-5791-7700/Fax: 03-5791-7773  
E-Mail: vw-s1@toky.diplo.de (also for inquiries)