

## **Consulate Job Call: Junior Project Manager for Science Communication**

As the first Consulate in Japan to focus on science diplomacy, Swissnex in Japan connects Switzerland and Japan in education, research, and innovation. Operating since 2022, the Consulate is seeking a talented and passionate Junior Project Manager for Science Communication to join its team.

- Starting Date: May 1, 2026 (flexible)
- Location: Consulate of Switzerland in Osaka, Swissnex in Japan
- Umeda Shinmichi Bldg. 1F, 1-1-5 Dojima, Kita-ku, Osaka 530-0003
- Employment Type: Full-time

### **Mission:**

- Support communications activities, including updating websites, curating social media content, and producing newsletters, under the supervision of the Head of Communications.
- Create compelling visual assets, including graphic designs, photographs, and videos.
- Communicate science-related news and activities by crafting clear, concise content for diverse platforms and audiences, in line with Swissnex branding guidelines.
- Enhance visitor engagement at science-related events and exhibitions in close coordination with project teams (Startups, Art-Science, and Academic Relations).
- Support knowledge management by maintaining databases of information and visual assets.
- Collaborate with Team Switzerland (incl. Science & Technology Office, Embassy), partners, and other stakeholders to promote Swiss excellence in education, research, and innovation.

### **Skills and Requirements:**

- A Bachelor's or Master's degree in a relevant field.
- Proficiency in English and Japanese is highly desirable.
- Ability to communicate complex ideas in a clear and concise manner.
- Proficiency in tools for graphic design, photography, or video production.
- A motivated, self-driven, and creative individual who aligns closely with the Swissnex mission, serving as a connector, trend-spotter, and knowledge broker to strengthen the community.
- Familiarity with the education, research, and innovation ecosystems of Switzerland or Japan is an advantage.
- Compatible with a fast-paced, deadline-oriented environment and willing to work outside regular office hours for events or visiting groups.

### **Benefits**

- 20 days of vacation, designated holidays, and sick leave.
- Competitive benefits package, including social insurance.
- Continuing education possibilities.

### **General Conditions**

- Must be a Swiss citizen, a Japanese citizen, or a legal resident of Japan.
- Relocation & accommodation will not be covered (local employment conditions).

### **Did we raise your interest? Then we look forward to hearing more about you!**

Please submit your full application by Sunday, March 15, 2026, through this [LINK](#). Include the following:

- CV and cover letter (letter of motivation).
- Copies of letters of reference, work certificates, and university diplomas, including a transcript of records.