



Posted: 05 March 2020

VACANCY

Project Manager, Science and Technology Office Tokyo Embassy of Switzerland in Japan

Together with the State Secretariat for Education, Research and Innovation, we are looking for a Project Manager at the Science and Technology Office (STO) in Tokyo.

A part of the Federal Department of Economic Affairs, Education and Research, the **State Secretariat for Education, Research and Innovation (SERI)** is the federal agency specializing in national and international matters pertaining to Switzerland's vocational and higher education, research, innovation policy as well as space affairs. **swissnex** is the SERI's global network connecting the dots in education, research, and innovation. Its mission is to support the outreach and active engagement of partners in the international exchange of knowledge, ideas and talent.

Main Duties

As Project Manager at the STO at the Embassy of Switzerland located in Tokyo, and part of the swissnex Network, you will contribute to the implementation of Switzerland's international strategy in the areas of education, research and innovation in Japan.

Your duties will include promoting and strengthening bilateral cooperation projects in close collaboration with the Head of STO, supporting delegation visits, reporting about Japanese education, science and innovation policy and managing an extensive network of relations with Japanese ministries, agencies, scientific institutions and start-ups.

We expect

You are a Swiss or Japanese national with a university degree and very good command of the Japanese and English language. You have international experience and knowledge of the education, research and innovation system in Switzerland and/or Japan.

Thanks to your open, communicative nature, your goal-driven approach to the performance of tasks and your team spirit, you are able to enhance the value of Switzerland's presence in Japan.

We offer

- Local staff contract reflecting local market conditions.
- Full-time employment in an international environment.
- 100% matching Japanese social security plan.
- 40 working hours per week, 20 days paid annual leave.
- Possibility to work 50-100%.
- Some of the Japanese and Swiss official holidays.
- Office location in Hiro-o, Minato-ku, Tokyo.

Application

- **Deadline for applications: 05 of April 2020**
- Please submit the following documents: Letter of motivation, resume (CV) in English and Japanese; two references; other relevant documents (such as certificates).
- Send in electronic format (Word or pdf) to tokyo.job@eda.admin.ch. Kindly mention "Project Manager, Science and Technology Office Tokyo" in the subject line.
- Only complete applications will be considered.