

**Recruitment Notice : Officer in charge of operating social media accounts and other general administration**

The Embassy of Japan in Singapore is seeking a highly organized and proactive individual to join our team as an officer in charge of operating Embassy's social media accounts and other matters related to Embassy's general administration.

**1 Position: Officer in charge of operating Embassy's social media accounts and other matters related to Embassy's general administration (1 vacancy)**

**2 Requirements:**

- (1) Singapore Citizen or Permanent Resident
- (2) Diploma or higher qualifications
- (3) Fluency in written and spoken English (proficiency in Japanese is preferred)
- (4) Proficiency in basic software applications, including Microsoft Word and Excel.
- (5) Excellent communication skills
- (6) Familiarity with the use of major social media platforms such as Facebook, X, Instagram, etc. In particular:
  - Being a personal user of social media and, highly preferably, having experience of operating social media accounts as a profession in applicant's past work history;
  - General understanding of the user coverage of major social media platforms in Singapore; and
  - Ability to appropriately create, review, and make suggestions on proposed content to be posted on the Embassy's social media accounts.
- (7) Ability to use image and video editing software on a PC.

**3 Description of main duties:**

- Reviewing the content of social networking posts made by the Embassy's staff
- Creation and editing of text, image, and video contents to be posted on social media accounts operated by the Embassy of Japan
- Photography and video recording at the Embassy-related events
- Performing other related duties as required including general affairs matters.

#### 4 Commencement date, application deadline, etc.

- Date of commencement: March 2025 onwards (Negotiable)

- Selection process:

(1st stage) Document screening

(2nd stage) Interview

(3rd stage) Final interview

*\*Note: Only candidates who pass the document screening will proceed to the interviews.*

- Application deadline: 31 January 2025

#### 5 Application procedure and contact

Kindly email your photo-attached [application form](#) in English or Japanese to the following email address ([japaneconomi-recruitment@sn.mofa.go.jp](mailto:japaneconomi-recruitment@sn.mofa.go.jp)) no later than 31 January 2025.

\*Please indicate “Application for SNS officer position” in the email subject line.

\*Application for the position is strictly via email or job-posting website only.

\*We are unable to respond to queries regarding selection.

**Only shortlisted candidates will be contacted via e-mail or phone for an interview and assessment.**

#### ■Contact

Embassy of Japan in Singapore

Political Section

16 Nassim Road, Singapore 258390

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