

11 November 2024

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## **Job Announcement: Project assistant**

KAS (Konrad-Adenauer-Foundation Japan office) – a German Government-funded Think Tank and Political Foundation – is looking for a project assistant.

Starting Date: 1 February 2025

Tasks and Responsibilities:

- Assisting project manager in relevant tasks
- Active contribution to the design of the Japan country program and Regional Economic Program Asia (SOPAS)
- Help Organization and Implementation of planned activities
- Fulfilling all activity reporting requirements
- Research and conceptualization of KAS Japan and SOPAS publications
- Responsibility for all project related social media
- Building of KAS Japan and SOPAS network, Management of contacts' data base
- Operative and administrative support to the country and regional program

Your Qualifications:

- B.A. Degree or relevant university degree
- Appropriate work permit as well as residence visa necessary
- Fluent Japanese both in writing and reading
- Very good command of English language
- Command of German is an asset
- Readiness for domestic and overseas business trips
- Relevant working experience as research and program assistant is an asset
- Motivation to work in an international environment

We offer

- Competitive salary
- Competitive benefits
- Prospect of permanent contract after two years of employment

- Diverse and highly interesting international working environment

Who we are:

The Konrad-Adenauer-Foundation (KAS) is an internationally recognized German political foundation with over 100 offices worldwide. The Japan Office opened 13 years ago and hosts not only a country program but also the regional program Social and Economic Governance in Asia. We embrace think tank work and release numerous publications on relevant security, foreign policy and socio-economic issues per year. Our partners are parliaments, governments, political parties, NGO, and academic institutions.

Contact:

- Office Address: Sanno Park Tower 25F, 2-11-1 Nagata-cho, Chiyoda-ku, Tokyo
- Access: Direct access from Ginza Line, Namboku Line Tameike-sanno Sta. Exit 7
- E-mail: [kas-tokyo@kas.de](mailto:kas-tokyo@kas.de)
- [www.kas.de/japan](http://www.kas.de/japan)

\*All suitable qualified and interested candidates are encouraged to submit an electronic CV in English to the above-mentioned E-mail address. Applications must be submitted no later than 6 December 2024.