Vacancy NOTICE

POSITION OF ASSISTANT COMMERCIAL COUNSELLOR AT THE CYPRUS TRADE CENTRE / COMMERCIAL SECTION OF THE EMBASSY OF THE REPUBLIC OF CYPRUS IN JAPAN

The Embassy of the Republic of Cyprus in Japan accepts application for one (1) position of Assistant Commercial Counsellor for immediate full-time employment, in accordance with the provisions for locally-employed staff. The gross monthly salary for this position is 500,000 yen plus 12,000 commuting allowance and 13th salary. There is a 6 month trial period for this position. Under the direct supervision and direction of the Ambassador of Cyprus in Tokyo, the Ministry of Energy, Commerce and Industry (MECI) of Cyprus and any other personnel that may be appointed by MECI at the Embassy in the future, the incumbent is expected to perform, inter alia, the following duties:

Job description

- Assists in all activities of the Commercial Section of the Embassy/Cyprus Trade Centre aimed at promoting the commercial and economic interests of the Republic of Cyprus in Japan and in neighbouring countries.
- Assists in the implementation of the Action Plans for the promotion of exports of products and services (organization of trade fairs and exhibitions, organisation of promotional events, trade delegations, seminars, preparation of promotional material, handling of social media/website etc).
- Conducts market research/surveys for specific economic sectors and prepares reports (ad-hoc, annual etc) under the guidance of the Commercial Counsellor or/ and the Ambassador and MECI personnel.
- Handles requests from Cypriot exporters for the promotion of Cypriot products and services in the countries covered by the Commercial Section of the Cyprus Embassy/Cyprus Trade Centre in Japan through the Export Helpdesk service.
- Provides information and guidance to exporters of products and services.
- Organises and represents the Commercial Section of the Embassy of Cyprus/ Cyprus Trade Centre in Japan in meetings with potential importers, associations of chambers of industry & commerce, trade & financial and other organisations for the cooperation in the field of trade and investment in the countries covered by the Commercial Section/Trade Centre.
- Participates and represents the Embassy in meetings and events related to issues handled by the Commercial Section of the Embassy/ Cyprus Trade Centre in Japan, and prepares relevant reports.
- Replaces other members of the Embassy in case of their absence.
- Participates in the process of tender evaluation (member of the evaluation committee).

- Handles incoming administrative and operational inquiries.
- Performs any other related duties assigned by the Head of the Diplomatic Mission, the Commercial Counsellor, other personnel that may be appointed by MECI at the Embassy in the future and the Ministry of Energy, Commerce and Industry.

Qualification Requirements

- University degree or diploma or equivalent qualification in economics or commerce or business administration or marketing or other related fields.
- Very good computer skills and knowledge in Microsoft Office programs.
- Very good knowledge of Japanese and English language.
- Clean criminal record.

Additional Qualifications

- Skills & Competences: High integrity, organisational, interpersonal and communication skills, initiative and sound judgment.
- Experience in related responsibilities will be considered as an additional qualification.
- Postgraduate diploma or degree or equivalent qualification in economics, or commerce or business administration or marketing or other related fields will be considered as an additional qualification.
- Knowledge of Greek will be an additional qualification.

How to apply

Interested candidates should send a cover letter with their CV, a recommendation letter from a previous employer, a copy of their passport or identity card and copies of relevant certificates of their qualifications no later than December 9, 2026 at 12:00 pm (JST), to the email tokyocy@mfa.gov.cy. A certificate of criminal record will be requested upon selection.

Please note that the Embassy does not cover any travel, accommodation or other expenses which might be incurred by the candidates during the selection process for this position, or/and thereafter.

Only shortlisted candidates will be invited to an interview.

Embassy of the Republic of Cyprus in Japan 24/11/2026