



**EMBASSY OF THE REPUBLIC OF RWANDA
Tokyo, Japan**

JOB OFFER

29th AUGUST, 2025

The Embassy of the Republic of Rwanda in Tokyo is pleased to announce the following job opportunity and seeks for qualified and enthusiastic candidates to express their interests.

ABOUT THE INSTITUTION:

The Embassy of the Republic of Rwanda in Tokyo, to Japan promotes bilateral relations and cooperation between the Republic of Rwanda and Japan. The Embassy is also accredited to the Philippines, Thailand and Malaysia.

ROLE / POSITION:

Skills and Cultural Officer/ Diaspora

The main responsibilities of the Skills and Cultural Officer/ Diaspora will include:

- Lead the implementation of education and cultural initiatives to ensure objectives are achieved effectively.
- Develop and implement an effective collaboration strategy of the Embassy and foster initiatives with schools, associations and public institutions in Japan and Rwanda.
- Foster and maintain good relations with the partners and other professional networks.
- Work closely with the Rwandan public institutions and the private sector to ensure all communications and strategic goals are aligned.
- Plan, organize and administer cultural and promotional programs to facilitate the marketing of Rwanda products and services in Japan.
- Conduct market research and reporting and analyze statistics and market trends in Rwanda and Japan, involving the sectors responsible.
- Plan and organize trade missions from and to Rwanda as well as from and to Japan, and facilitate Rwandan and host country business representatives engagements.
- Analyse market conditions and make recommendations to develop trade promotion plans; create strategies to promote advertising offerings and motivate trade partners.
- Carry out other ad hoc and assigned tasks including assisting in the planning of events, logistics support, and any other requested communication-related tasks.



Embassy of The Republic of Rwanda - Tokyo

DESIRED SKILLS AND EXPERIENCE:

- Excellent presentation and communication skills-both written and verbal.
- Proficiency in English and Japanese. Knowledge of Kinyarwanda and French will be an added advantage.
- Comprehensive knowledge of Rwanda's historical background, current progress, and updates is required.
- Excellent effective communication, problem solving, client orientation, teamwork, and relations cultural sensitivity.
- Highly developed organisational skills, excellent attention to detail, and the ability to work independently to ensure projects are managed effectively.
- Innovation, operational effectiveness, and planning skills in the dynamic setting of an international and multicultural setting.
- Ability to work under pressure and to handle speedily and efficiently, internal, and external requests.
- Excellent organizational skills coupled with the ability to multitask and to work with a diverse workforce.
- Solid work ethics, organizational, planning and time management skills;
- Strong interpersonal, team player with a pro-active, enthusiastic attitude and conflict management skills.
- Mature and confident approach to work and handle challenges-solution-oriented.
- Ability to multi-task, prioritise work, maintain quality work under pressure and tight deadlines.
- Bachelor's degree or higher in business management, Marketing, Commerce, or a related discipline, with a minimum of 2 years working experience in a business or marketing related position.

HOW TO APPLY:

If you meet the above criteria and are ready to join the team of the Embassy of Rwanda in Tokyo, please apply by following the instructions below:

- **Please apply by sending both your cover letter and CV to the following email address: infojapan@embassy.gov.rw by 15th September 2025.**
- *Please enter the Job role and your Full name in the subject of your email*
- *2 References are required for the pre-selected candidates.*
- **Successful** candidates will be contacted after two weeks of the application closing date.
- *Please note that a background check will be carried out on the successful candidate.*

