

Job Announcement

The U.S. Embassy in Tokyo is looking for someone to join the Commercial Section as a full-time Commercial Specialist.

The selected individual would be responsible for managing the SelectUSA Program for Japan.

This hire will be based in Tokyo within the Commercial Section at the U.S. Embassy, and supervise two staff (one in Tokyo and one in Osaka) while reporting to the Commercial Officer and Minister Counselor for Commercial Affairs.

The salary is 12,290,037 JPY annually. To be eligible, one needs to be able to reside and work in Japan without Embassy visa sponsorship. The Embassy cannot sponsor visas.

Details: <http://japan2.usembassy.gov/e/info/tinfo-jobs.html>

Application Guidelines:

Tips for applying: <http://japan2.usembassy.gov/e/info/tinfo-jobtips.html>

Application Form: <http://japan2.usembassy.gov/pdfs/wwwf-ds0174.pdf>

Application Instructions:

<http://japan2.usembassy.gov/pdfs/wwwf-ds0174-instructions.pdf>

Frequently Asked Questions: <http://japan2.usembassy.gov/e/info/tinfo-jobfaq.html>

What is SelectUSA

SelectUSA is a Presidential Initiative supporting foreign direct investment into the United States.

The purpose of the overall SelectUSA Program is to showcase the United States as the world's premier business location and to provide easy access to federal-level programs and services related to business investment.

SelectUSA is designed to complement the activities of our states—the primary drivers of economic development in the United States.

Major activities include the annual SelectUSA Summit hosted by President Obama with

cabinet level participation. In 2015, participants got the chance to hear from 97 top executives and senior federal and state officials in plenary and breakout sessions featuring President Obama, six Cabinet Secretaries, and three Governors. Global CEOs and other business leaders represented major international firms such as Berkshire Hathaway, BMW, Carlyle Group, Google, Michelin, Nestle, Nissan, Samsung, Sony, Unilever, and Walmart, as well as entrepreneurs who have successfully grown their startups and SMEs in the United States.

Japan was the second largest delegation to the Summit for the second year in a row, with executives from companies such as Ajinomoto, Fast Retailing, Rakuten, NEC, Otsuka, Suntory, and Toray participating.

<http://selectusa.commerce.gov/2015-summit.html>

SelectUSA Headquarters also is focusing on hosting industry specific FDI events, with the first one touching on investment opportunities in the aerospace sector.

<http://selectusa.commerce.gov/events/national-aerospace-fdi-exposition.html>

How does SelectUSA work in Japan?

Our activities without a dedicated team have been limited but major activities have included:

- Receptions at the Ambassador's Residence with key Japanese investors
- Participation in and organization of FDI promotion events in Japan
- Counseling and connecting Japanese companies to sources of information in the United States
- Recruiting delegations to attend the Summit
- Planning a Roadshow across three cities in Japan to promote investment into the United States

What is next for the Program?

Japan has been the largest source of FDI into the United States for two years in a row. With three fulltime staff onboard, program development will be in the hands of the new team.

The goal would be to have a new marketing strategy, identify new partners and stakeholders, plan events, and find the smaller players who are interested in investing into the United States. Candidates with experience in marketing, economics, finance,

consulting, and event management are welcomed.

What is it like working at the U.S. Embassy in Tokyo

There are many Embassies in Tokyo, but the U.S. Embassy is the one of the few that offers long term contract employment. For example, all other Embassies tend to offer 1 year fixed contracts for incoming employees. The U.S. Embassy offers what essentially equates to a permanent position after an initial one year trial period.

You get 20 holidays (a mix of Japanese and US holidays), 12 vacation days a year (that increase every year you work), and a standard 40 hour a week schedule. Overtime does happen, but only before major events like the Presidential Summit, and the job offers great work/life balance.

For specific benefit questions, please contact Embassy Human Resources from 03-3224-5000.

To see which holidays the Embassy had off in 2015, please refer to the following link:
<http://japan.usembassy.gov/e/acs/tacs-holidays.html>

What is the Commercial Section

The Commercial Section is one section in the Embassy staffed by diplomats and locally engaged staff who work for the Department of Commerce.

The mission of the section is to assist U.S. companies in entering the Japanese market, provide advocacy for U.S. firms, and ensure market access. The section does so by staying engaged in policy dialogues, counseling companies on Japan specific regulations and strategies, and doing export promotion activities. There are eight diplomats in the Commercial Section, and close to 40 locally engaged staff (Tokyo and Osaka).

<http://www.export.gov/japan/index.asp>

Final Advice for Applying

- Applications will only be received by fax or postal mail. Please keep this in mind. You also cannot physically bring the application to the Embassy on the last day.
- While the Application Form is not user friendly, it is possible to directly type into it and not write out your application by hand.

- Incomplete applications will not be considered. Make sure to read all the requirements and submit everything that is requested. The most common disqualification reasons include not submitting proof of residency (if one is not a Japanese national but does have legal status), and not including valid language scores (you must submit language scores that are from the past 5 years regardless of whether you graduated from an English speaking university).
- You do not need to take TOEIC or JLPT to prove your language scores but can take J-CAT and CASEC both online tests to validate Japanese and English abilities.
- Please read instructions for applying and make sure that your application is not disqualified on a technicality.