

LES Conditions of Service

Public Diplomacy Assistant (Projects)

The Australian Embassy in Tokyo offers an attractive employment conditions package, a friendly and supportive work culture, and a comfortable office environment. In addition to salary, the Embassy offers generous annual leave provisions, a Monday to Friday 37.5 hour working week, and possible flexible work arrangements. Key conditions of service for this position are set out below. Applicants with questions about the Embassy's conditions package should email jobstokyo@dfat.gov.au.

- 1. Length of contract:**
Three-year contract with potential to be made permanent.
- 2. Commencement Date:**
May/June 2024
- 3. Basic salary:**
¥ 500,043 monthly.
- 4. Pension:**
WPI (Kosei Nenkin) or SGC (the Australian Superannuation Guarantee Contribution) if eligible in accordance with the regulation.
- 5. Labour Insurance:**
The Embassy pays the labour insurance premiums.
- 6. Medical Insurance / Social Insurance:**
Medical and social insurance other than point 4 and 5 mentioned are personal responsibilities.
- 7. Leave:**
Recreation leave: up to 20 days per year (this is on an accrual basis); and
Personal leave: up to 15 days per year (includes sick leave and carer's leave).
- 8. Taxation:**
The Embassy does not deduct taxation from salaries each month. Staff are expected to submit their own tax returns each year.
- 9. Hours of Work:**
Standard working hours: Monday to Friday, 9:00 a.m. – 5:30 p.m.
The ability to work outside of these hours on occasion is also necessary, including on weekends.
Non-standard hours worked will be offset by flexible leave time or time off in lieu or overtime payments.
- 10. Accommodation/Travel Assistance:**
The Embassy does not offer accommodation or travel assistance for this position, nor does it act as a rental guarantor. The salary is inclusive of these. The Embassy does provide the cost of transport, accommodation and travel allowances if staff are required to undertake extended official travel outside Tokyo.

- 11. Visa:**
Non-Japanese citizens must have an appropriate category visa to work in Japan. The Embassy will provide a letter to the Ministry of Justice in Tokyo in confirmation of intended employment. Staff are responsible for all the arrangements and costs involved.
- 12. Performance Management:**
All staff participate in the Embassy's Performance Management System. Any increases in salary are dependent on performance-based outcomes.
- 13. Probation:**
The first six (6) months of this employment contract will be a probation period, during which you will have formal and informal performance reviews with your supervisor. In the case of an unsatisfactory performance review, your employment may be terminated within the probationary period, and you will have no claim for unfair dismissal.
- 14. Security Vetting**
Confirmation of employment is dependent on meeting all security vetting requirements.