

Political Analyst (Full-Time)

The Embassy of Japan in New Zealand is seeking a well-organised and responsible Political Analyst to join our Political Section.

Key Duties (may include, but not limited to)

- Supporting Japanese diplomats to advance Japan's relationships with New Zealand, the Cook Islands and Niue.
- Collecting information, conducting research and providing analysis on political, diplomatic and security issues in New Zealand, the Cook Islands and Niue.
- Providing administrative support as required, including scheduling appointments and helping to organise official events.

Skills and Qualifications Required

- A tertiary qualification in a relevant discipline, such as Political Science, International Relations, History or related fields.
- An academic background or work experience in New Zealand politics and international affairs.
- Strong interest in observing and analysing domestic and foreign affairs of New Zealand as well as the Cook Islands and Niue.
- Passion for strengthening Japan's relations with New Zealand as well as the Cook Islands and Niue.
- Excellent verbal and written communication skills in English. Japanese language skills are not required. However, knowledge of Te Reo Māori would be an advantage.
- Proficiency in Microsoft Office applications.
- Highly organised, motivated, and flexible in approach to assigned duties.
- Ability to multitask, work well under pressure, and prioritise tasks to meet deadlines.
- Strong resilience and adaptability.
- Ability to work independently when required.
- Demonstrated ability to contribute to organisational outcomes and work effectively in a team environment.
- New Zealand citizenship or permanent residency (working holiday visa holders are not eligible).

Working Days and Hours

- Monday to Friday, 9:00 a.m. to 5:00 p.m.
- Occasional work outside normal hours may be required for official events.

Salary will be determined based on experience and in accordance with the salary scale of the Embassy.

Due to the high number of applications expected, only shortlisted candidates will be contacted.

Interviews are scheduled to be held in October and November 2026.

You may submit your application [here](#).