



Profile Protocol Officer to the Netherlands Pavilion 👍 Exclusive job

Work for the Dutch Embassy!

Job Information

Hiring Company

[Consulate General of the Kingdom of the Netherlands in Osaka](#)

Subsidiary

在大阪オランダ王国総領事館(Consulate General of the Kingdom of the Netherland

Job ID

1518951

Industry

Other

Company Type

International Company

Job Type

Contract

Location

Osaka Prefecture, Osaka-shi Chuo-ku

Salary

Negotiable, based on experience

Refreshed

January 31st, 2025 17:29

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Other Language

Dutch - Daily Conversation

Knowledge of Dutch would be an asset.

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

About the Expo

From April 13 to October, 2025, the World Expo 2025 in Osaka, Kansai, Japan, will welcome more than 28 million visitors.

During these six months around 160 countries and international organisations will present themselves on the global stage. The central theme of the Expo is “designing Future Societies for Our lives”. This global event will showcase innovative solutions, promote international cooperation, and inspire conversations on shaping a sustainable and inclusive future.

The Netherlands is participating with a beautiful pavilion that is under construction now. Our pavilion symbolizes our theme “Common Ground”, emphasizing that global challenges such as climate change, aging societies and food security cannot be solved alone, and that we must work together: “Solving Global Challenges Together”. During the Expo trade and innovation are key focus areas for the Netherlands. Our future economic prosperity is strongly tied to our innovative capacity in the fields of energy transition, digital transformation, food production, and the Life Science & Health Sector. Throughout the Expo, we aim to strengthen collaboration with Japan through bilateral visits and trade missions and other activities. In addition, a diverse and comprehensive cultural programme will be organised.

About the role

We are looking for an highly motivated and enthusiastic diplomatic Protocol Officer to join our team at the Osaka World Expo 2025. The Protocol Officer will be responsible for:

- >Managing foreign VIP delegations visiting the Netherlands pavilion (demands can come from the Expo organization, other pavilions and external organisations). This includes coordinating all logistical arrangements, planning the visits, and ensuring that all protocol requirements are in place for ceremonial events.

- >Preparing visits for Dutch VIPs to other participant pavilions (facilitating VIP easy access to other pavilions).

- >Escorting VIP visitors and guest on tours to other pavilions; responding to their request of information.

- >Report regularly to the management team of the Dutch Expo team about the planning and process ahead.

- >Be prepared to be able to support other parts of the operations for the Netherlands pavilion, if necessary.

Contract period

Temporary employment with placement in both the Netherlands Expo Office in Osaka and the Netherlands Pavilion at Yumeshima Island from March to October 2025. The exact dates will be decided between the candidate the Netherlands Expo Team.

Salary indication

Depending on proficiency in languages and experience, the salary for this position is JPY 547.989 gross per month, excluding overtime.

Selection procedure:

Candidates are required to submit their motivation letter and resume in English.

The deadline for submission is 14 February 2025.

Candidates whose letter and resume are considered to match the formal requirements will be invited for a first interview in February. Should there be sufficient mutual interest, the candidates will be invited for a second interview.

Required Skills

Qualifications

- >Excellent communication and interpersonal skill
- >High level of proficiency in English and Japanese. Knowledge of Dutch would be an asset.
- >Knowledge of international relations and public relations
- >Strong organizational and multitasking skills, able to set priorities and offer creative solutions
- >You are service-minded and are able to professionally represent the Netherlands towards all visitors in the Netherlands pavilion
- >You are driven and used to take own initiatives and are not afraid to work under time constraints
- >Experience in VIP’s management and hosting would be an asset
- >Experience in working in an international environment
- >Be prepared to work flexible working hours

Company Description