



KEY EXPERT 2: COUNTRY MANAGER

Duty Stations: Tokyo, Japan

Application deadline: **26-05-2026**

Project: EU Cultural Relations with Japan, Singapore and Thailand

Job reference: **A513-KEY2**

Languages required: English (C1 level) and Japanese (C1 level)

Start of the contract: 1-1-2027

Duration of the contract: 36 months

Background:

This contract aims to foster intercultural dialogue and collaboration between the EU and target partner countries through diverse initiatives, such as art exhibitions, high-impact cultural events, youth exchanges, and joint projects within the cultural and creative industries (CCIs). By engaging a broad spectrum of stakeholders, these activities will encourage idea-sharing and co-creation to tackle shared global challenges. Ultimately, the contract will establish sustainable grassroots and institutional networks, strengthening long-term ties between the partner countries and the EU.

Expert Requirements:

The Country Manager - Japan will be responsible for management of the country-specific component of this project, i.e. for planning of project activities; ensuring coherence between different project activities in Japan; review of proposals; drafting the terms of reference for various events, projects and programmes and their realisation; implementation and monitoring of project activities. The Country Manager will act as the main interlocutor for the EU Delegation to Japan in the overall management of the contract, reporting to the FPI Project Manager. S/he will be responsible for specific activities and for maintenance of regular communication with other relevant EU services, as requested by the EU Delegation to Japan or FPI Project Manager. S/he will be tasked to prepare Japan-specific material for the EU Delegation and will be responsible for achievement of the project's objectives in Japan. S/he will oversee coordination on project activities in Japan with the support of selected non-key experts, ensuring smooth implementation, regular information on progress and proper EU visibility in all activities conducted under the project.

The Country Manager shall have to demonstrate excellent interpersonal skills, be team and service-oriented; have the ability to work independently with an eye for detail and accuracy; be able to lead, coach and motivate the team of non-key experts to deliver the required results; be able to respond effectively to project timelines and have the ability to exchange effectively with the EU's many partners and stakeholders.

Qualifications and skills

1. Bachelor's degree in a discipline relevant to the scope of the assignment such as arts, cultural management, public relations, international relations, political sciences, social sciences, communication, EU affairs, OR vocational education in the same field plus four years of relevant professional experience.

2. Very good speaking, drafting and editing skills in English (C1 level) and Japanese (C1 level).

General professional experience

3. Minimum five years (1100 working days) of post-graduate professional experience in project management.



Specific professional experience

4. Minimum five years (1100 working days) of post-graduate professional experience of working in at least one of the relevant fields: cultural affairs, public/cultural diplomacy, media and communications over the last ten years.
5. Minimum two years (440 working days) of working experience in Japan in project management over the last ten years.

How to apply:

Interested candidates are invited to submit their CV in the EC format together with cover letter at the following e-mail address: recruitment@ceuconsulting.com, noting the **job reference** of the position(s) they apply for in the subject line of the e-mail by the application **deadline specified above**. Applications received after the deadline will not be considered.

Eligible candidates may be shortlisted for further selection process based on information supplied in their application at the closing date or in the further assessment process. Criteria for shortlisting are based on the general requirements as outlined at the beginning of this post as well as specific requirements, duties, skills, competencies and/or knowledge relevant to the job description of each individual job title.

CEU reserves the right to determine the merit, appropriateness and relevance of qualifications and experience listed by the candidate in their application as well as the merit, appropriateness and relevance of references and referees listed in the CV. Please note that candidates are requested not to submit references with their application; however, they may be requested to present them at any point of the assessment process. CEU further reserves the right to contact the referees listed by the candidate in their application.

Candidates who do not meet the minimum criteria outlined in this post or do not comply with the formal application requirements will be rejected. Only shortlisted candidates will be contacted.

The selection and/or recruitment process necessarily involves the collection and use of personal data. Collection and processing of personal data under this hiring procedure will remain strictly confidential and will be processed pursuant to EC Regulation 45/2001.

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