

25 March 2026

Job Announcement: Project Manager Country Programme Japan

KAS (Konrad-Adenauer-Foundation) – a German publicly-funded Think Tank and Political Foundation – is looking for a Project Manager.

Starting Date: 1 May 2026

Tasks and Responsibilities:

- Independent and self-responsible planning, design and conceptualization of measures within the country program Japan.
- Self-responsible and self-driven implementation of those measures, including all necessary pre and post organizational activities.
- Drafting of annual activity plans, project applications. Terms of references, contracts.
- Responsibility for all necessary reports concerning activities.
- Drafting and writing of publications.
- Support to project related social media if necessary.
- Support all accounting and bookkeeping tasks of the project if the representative asks to do so.
- Operative and administrative support to the regional program SOPAS if necessary.
- Building of KAS network in Japan. Target groups include, among others, parliamentarians, political party representatives, politicians, government representatives, journalists, academia and civil society representatives.
- Management of contact database.
- The Job description will be changed if the project work requires the Employer to do so.

Your Qualifications:

- B.A. Degree or relevant university degree
- Fluency in spoken and written Japanese
- Very good command of English language
- Command of German is considered as an asset

- Relevant working experience as research and program manager is an advantage
- Motivation to work in an international environment
- Applicants must already possess a valid full-time work visa for Japan (Only candidates with proper visa will be considered)

We offer:

- Competitive salary
- Competitive benefits
- A one-year fixed contract with the possibility of further extension and permanent contract, depending e.g. on the visa situation, staffing plan, job vacancies, and work performance.
- Diverse and highly interesting international working environment

Who we are:

The Konrad-Adenauer-Foundation (KAS) is a renowned and internationally well recognized German political foundation with over 100 offices worldwide. KAS implements 2500 events in Germany per year, reaching out to more than 145.000 people. The Japan Office opened in 2011 and hosts not only a Country Programme Japan but also the Regional Economic Programme Asia. We embrace Think Tank work and release numerous publications on relevant security, foreign policy and socio-economic issues per year. Our partners are Parliaments, Governments, Political Parties, and academic institutions.

Office Location:

Sanno Park Tower 25F, 2-11-1 Nagata-cho, Chiyoda-ku Tokyo
Access: Tokyo Metro "Tameike-Sanno", 1 minute

CONTACTS: mariko.tamura@kas.de, kaoru.tsurumi@kas.de

*All suitable qualified and interested candidates are encouraged to submit an electronic CV in English, motivation letter and other supporting documents to the above-mentioned E-mail addresses. Applications must be submitted no later than 15 April 2026.