

Deputy Chief of Staff – Global Affairs

Global Founder's Core | Tokyo, Japan

About IISIA

The Institute for International Strategy and Information Analysis (IISIA) is a Tokyo-based independent research and advisory institute focused on international affairs, strategic intelligence, and forward-looking analysis. We connect strategic foresight with practical action through engagement with business, academia, policy communities, and international partners.

The Opportunity

We are seeking an experienced, proactive, and internationally minded professional to join our Global Founder's Core as Deputy Chief of Staff – Global Affairs.

Working closely with the Founder/CEO and Chief of Staff, you will take a leading operational role in advancing IISIA's international initiatives, coordinating overseas relationships, and translating strategic priorities into results. Internal collaboration is conducted primarily in Japanese; international engagements require excellent English.

This is a hands-on role, not a narrowly defined administrative position. We value people who recognize what needs to be done, take ownership, and willingly step into new responsibilities as the organization grows.

Key Responsibilities

- Drive international initiatives, institutional partnerships, and strategic projects from planning through execution.
- Coordinate with overseas universities, research institutions, international organizations, and business partners.
- Support the Founder/CEO's international engagements, including conferences, senior-level meetings, and overseas visits.
- Draft and manage high-quality English correspondence, briefing materials, presentations, and proposals.
- Manage project priorities, deadlines, deliverables, and stakeholder follow-up with minimal supervision.
- Identify emerging needs, solve operational problems, and contribute across functions beyond a fixed job description.

Capability. Initiative. Ownership.

We are looking for a professional who can contribute from day one, combine strategic judgment with hands-on execution, and thrive in an evolving, entrepreneurial environment.

Qualifications & Experience

- A proven track record in international business, consulting, strategic operations, project management, executive operations, or a related field.
- Excellent professional Japanese and English, including the ability to draft polished documents and communicate confidently with international stakeholders.
- Evidence of independently managing complex assignments, competing priorities, and time-sensitive deliverables.
- Strong interpersonal skills, discretion, sound judgment, and confidence in engaging with senior stakeholders.
- An entrepreneurial, solutions-oriented mindset and a willingness to take on unfamiliar tasks and work beyond conventional functional boundaries.
- Experience in internationally oriented businesses, research institutions, professional services, or international organizations is an advantage.

What We Offer

- Direct collaboration with the Founder/CEO and a meaningful role in IISIA's international development.
- Exposure to networks spanning business, academia, international affairs, and policy.
- A fast-moving environment that rewards initiative, accountability, and tangible contributions.
- Competitive compensation commensurate with experience and qualifications.

Position Details

Division: Global Founder's Core Location: Tokyo, Japan
Languages: Professional Japanese and English Role: Full-time

How to Apply

Please send your CV or résumé and a brief cover letter in English describing your relevant experience, motivation, and potential contribution to IISIA.

Email: recruit@haradatakeo.com

Subject: Application – Deputy Chief of Staff (Global Affairs)

Applications will be reviewed on a rolling basis.

Join IISIA and help shape the next stage of our global development.