

**FY2024 “Business Development Representative”  
Application Guidelines**

May, 2024

Hiroyuki Nemoto

Chief Executive Director, JETRO Chicago

The JETRO Chicago office (“JETRO”) is currently looking for an Invest Japan Business Development Representative (“the representative”). If you are interested in this position, please submit your application to the JETRO Chicago office in accordance with the following guidelines.

1. Purpose and Responsibility of Invest Japan Advisor  
See specification document (Appendix A)
2. Position Available  
1 post
3. Language  
English
4. Eligibility
  - a) The applicant must have basic skills and expertise necessary for completing the tasks listed in the specification document (Appendix A).
  - b) The applicant must have relevant business experience in this field for a minimum of three years.
  - c) The applicant must obtain consent from his/her employer to work with JETRO in this project. (If applicant is an employee of another business entity).
  - d) If applicant has other business engagements besides his/her contract with JETRO, it is his/her responsibility to fulfill both JETRO and his/her other business obligations.
  - e) It is the responsibility of the applicant to secure sufficient work time to perform the assigned tasks and be diligent in responding to the needs of the clients.
5. Service Fees:  
JETRO will make the initial payment of \$25,000 upon contract signing for the Information

Gathering Services described in Section 4.a), Kick-off Meeting Arrangement Services described in Section 4.b), and submission of the Deliverables 1) to 5) described in Section 5 above (the "Base Service Fee"); for the Follow-up Questionnaire services described in Section 4.d); and for the Promotion of JETRO Success Stories described in Section 4.e). The remaining \$25,000 fee shall be paid after receipt of each Deliverable 1) to 5) which shall be completed to JETRO's satisfaction (as determined in its sole discretion) and in accordance with JETRO's standards by each due date described above, and upon receipt of an invoice issued by the Representative which is satisfactory to JETRO (as determined in its sole discretion).

6. Application Process:

Please fill in the application form, sign and save it as a PDF, and send it to JETRO Chicago via email. Relevant materials explaining the applicant's achievements/experience in the relevant field, corporation profile, etc. will be helpful, if any.

Please send the application to:

Tsubasa Hashimoto, Director, JETRO Chicago  
1 E. Wacker Drive, Suite 3350, Chicago, IL 60601  
TEL: +1-312-832-6000      EMAIL: cgo@jetro.go.jp

7. Screening Process:

- a) First Selection Process: Document Review
- b) Second Selection Process: Interview with JETRO Chicago (JETRO will notify applicants who passed the first selection of the date and time of the interview).

JETRO will consider the following as some standards for this selection:

- (1) Level of understanding of the objectives and purposes of this project as well as the willingness to promote this project.
- (2) Degree of expertise and personal connections necessary for this project.
- (3) Relevant business achievements and experiences in the past (domestically or internationally).
- (4) Marketing experience in opening up new markets.
- (5) Ability and agility necessary for consultation and arranging business meetings.
- (6) Ability to comply with the purpose of this project and perform ALL of the tasks mentioned above (English).

- ❖ JETRO will not provide any reasons for its decision to the candidates.
- ❖ Submitted application documents will not be returned.

8. Application Deadline:

Wednesday, May 8th, 2024 at 5:00 p.m. CDT

9. Contracts & Term:

- a) The successful candidate and JETRO Chicago will sign a designated outsourcing agreement provided by JETRO Chicago as well as non-disclosure agreement (NDA).
- b) The term of the Agreement shall commence on the date of execution and expire on **March 31<sup>st</sup>, 2025.**

10. Privacy Policy:

Personal data collected through this application process is used solely to select a contractor.

11. Special Notes:

- a) The successful candidate of this project is required to be compliant with JETRO's information security regulations when performing the assigned tasks.
- b) The successful candidate of this project is not allowed to outsource all or part of the project to a third party, unless JETRO provides an advance approval in writing.
- c) The successful candidate of this project is required to submit monthly activity reports requested by JETRO.