

Recruitment Notice : Officer position in the Economic Section

The Embassy of Japan in Singapore is seeking a highly organized and proactive individual to join our team as a secretary in the Economic Section.

1 Position: Secretary in the Economic Section (1 vacancies)

2 Requirements:

- (1) Singapore Citizen or Permanent Resident
- (2) Diploma or higher qualifications
- (3) Fluency in written and spoken English (proficiency in Japanese is strongly preferred)
- (4) Proficiency in basic software applications, including Microsoft Word and Excel.
- (5) Excellent communication skills
- (6) Prior working experience in administrative or clerical roles is preferred

3 Description of main duties:

- Managing schedules, arranging appointments and meetings and handling correspondence
- Assisting with document preparation, statistic data organization, and presentation
- Conducting and supporting surveys in areas such as economics, trade, industry, energy, technologies, infrastructure, transport, tourism, digital information, media, and law policy
- Performing other secretarial duties as required

4 Commencement date, application deadline, etc.

- Date of commencement: Late February to early March 2025 (Negotiable)
- Selection process:
 - (1st stage) Document screening,
 - (2nd stage) Interview,
 - (3rd stage) Final interview

**Note: Only candidates who pass the document screening will proceed to the interviews.*

- Application deadline: 3 January 2025

5 Application method and contact

Kindly email your photo-attached [application form](#) in English or Japanese to the following email address (japaneconomi-recruitment@sn.mofa.go.jp) before the application deadline (3 January 2025).

*Please indicate “Application for Economic Section officer position” in the email subject line.

*Application methods other than email or job-posting website will not be accepted.

*We are unable to respond to queries regarding selection.

Only shortlisted candidates will be contacted via e-mail or phone for an interview and assessment.

■Contact

Embassy of Japan in Singapore

Economic Section

16 Nassim Road, Singapore 258390

Email: japaneconomi-recruitment@sn.mofa.go.jp