

## **Recruitment Notice : Embassy of Japan is hiring an Officer for Consular Section**

The Embassy of Japan in Singapore is hiring the following personnel.

### **1 Position: Consular Section officer (1 vacancy)**

### **2 Requirements:**

- ① Singapore Citizen or Permanent Resident
- ② Diploma and above
- ③ Able to communicate in both English and Japanese, and to read and write advanced English and Japanese  
\*For Japanese, JLPT N1 or N2 required (copy of certificate attached to application form)
- ④ Mandarin Proficiency (Able to communicate in Mandarin, able to read and write Mandarin) preferred
- ⑤ Proficient in using basic software such as Microsoft Word, Excel, etc.
- ⑥ Possess excellent communication skills
- ⑦ Working experience in administrative or clerical section is preferred

### **3 Description of main duties:**

- ① Acceptance of Japanese passport applications
- ② Acceptance of various Japanese certificate (such as birth certificate) applications
- ③ Acceptance and processing of Visas applications

### **4 Commencement date, application deadline, etc.**

- Date of commencement: Scheduled March 2025 onwards (Negotiable)
- Selection process: (1st stage) Document screening, (2nd stage) Interview, (3rd stage) Final interview  
\*Interviews will only be conducted for those who pass the document screening stage.
- Application deadline: 31 January 2025  
\*Please note that our recruitment may be closed even before the deadline once the vacancy has been filled.

## 5 Application method and contact

Kindly email your photo-attached [application form](#) in English or Japanese to the following email address ([japanemb-recruitment@sn.mofa.go.jp](mailto:japanemb-recruitment@sn.mofa.go.jp)) before the application deadline (31 January 2025).

\*Please indicate “Application for Consular 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 notified by e-mail or telephone for an interview and examination.**

### ■Contact

Embassy of Japan in Singapore

Consular Section

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Tel: 6235-8855 (401)

Email: [japanemb-recruitment@sn.mofa.go.jp](mailto:japanemb-recruitment@sn.mofa.go.jp)