

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 in Singapore
- ② Diploma and above
- ③ Able to communicate in both English and Japanese, and to read and write advanced English and Japanese
 - * Regarding Japanese language proficiency, applicants must have passed the JLPT at level N1 (a copy of the certificate must be attached to the CV) or possess at least equivalent Japanese language proficiency.
- ④ Proficient in using basic software such as Microsoft Word, Excel, etc.
- ⑤ Possess excellent communication skills
- ⑥ 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 Other services concerning Japanese nationals

4 Commencement date, application deadline, etc.

- Date of commencement: Scheduled February 2026 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: 9 December 2025

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) before the application deadline (9 December 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

16 Nassim Road, Singapore 258390

Tel: 6235-8855 (401)

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