

Recruitment Notice

Embassy of Japan is hiring a Staff for General Affairs and Political Section

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

1 Position

General Affairs and Political Section staff (1 vacancy)

2 Requirements

- (1) Singapore Citizen or Permanent Resident in Singapore
- (2) Bachelor's degree or higher
- (3) Ability to collect and analyse information in English on domestic and international affairs and prepare related documents (Chinese and Japanese language skills are preferable)
- (4) Proficient in Microsoft Office applications (Word, Excel, PowerPoint, etc.)
- (5) Strong communication and coordination skills
- (6) Experience in research and analysis related to policy developments in Singapore and regional international affairs is preferred

3 Description of main duties

- (1) Monitor and analyse political, economic, and regional developments in Singapore and the wider international context. Prepare briefings, background papers, and analytical reports on relevant issues
- (2) Providing secretarial support
- (3) Other duties as assigned by the Political and General Affairs Section

4 Commencement date and application details

- Expected start date: Scheduled July 2026 onwards (Negotiable)
- Selection process:
 - 1st stage: Document screening
 - 2nd stage: Interview
 - 3rd stage: Final interview
- *Only shortlisted candidates will be invited for interviews.
- Application deadline: 25 May 2026

5 Application method and contact

Please 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 (25 May 2026).

*Please indicate “Application for Political Section” 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.

6 Contact

Embassy of Japan in Singapore

General Affairs and Political Section

16 Nassim Road, Singapore 258390

Tel: 6235-8855 (ext. 511)

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