

「Recruitment Notice : Embassy of Japan is hiring a Visa Assistant」

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

1 Consular Section (Visa Assistant) 1 vacancy

2 Requirements

- ① Singapore Citizen
- ② Diploma and above
- ③ Able to communicate in English and Mandarin, able to read and write advanced Japanese and English.
※ JLPT N1 or N2 preferred (copy of certificate attached to resume)
- ④ Proficient in using basic software such as Microsoft Office, Excel, etc.
- ⑤ Possess excellent communication skills

3 Commencement date, application deadline, etc

- (1) Date of commencement: Scheduled 1st . April .2021
- (2) 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
- (3) Application deadline: 17th. March. 2021

4 Application method and contact

- (1) Kindly email your resume (photo attached, in English or Japanese) to the following email address (japan-visa@sn.mofa.go.jp) before the application deadline.
※ Please indicate “Application for Consular Section assistant position” in the email subject line.
※ Application methods other than email will not be accepted.
※ We are unable to respond to queries regarding selection.

(2) Contact

Embassy of Japan in Singapore
Consular Section
16 Nassim Road, Singapore 258390
Tel : 6235-8855