

JOB VACANCY AT THE CONSULAR SECTION

1. REQUIREMENTS

- 1) Singapore citizen or Permanent Resident
- 2) Education: Diploma level or above
- 3) Able to speak and write Chinese with particular fluency in English
- 4) Able to speak and write Japanese will be an advantage

2. HIRING CONDITION

Salary will commensurate based on experience and Embassy remuneration standard.

Working hours: 8:30hr to 16:30hr

*Able and willing to work overtime as and when required.

Commencement Date: Early August 2016

3. LOCATION

Consular Section

Embassy of Japan in Singapore

16 Nassim Road, Singapore 258390

4. JOB DISCRIPTION

- 1) Visa processing
- 2) Handling of inquiries
- 3) Reporting and translation (English to Japanese / Japanese to English)
- 4) Any other related job

5. HOW TO APPLY

Please e-mail your resume along with a recent photo to ryoji@sn.mofa.go.jp and indicate "Application for position at Consular Section" in the e-mail subject.

*Resume should include: personal particulars, education level, employment history, other qualifications (if related to language proficiency, please indicate the name of the qualification e.g. JLPT, TOEIC, etc. and attach a copy of the certificates) and state your expected salary.

NOTE> Only shortlisted candidates will be notified of an interview date.

6. APPLICATION DEADLINE

29 JUNE 2016 (Wednesday)