



## **EMBASSY OF JAPAN**

(Accredited countries: Fiji, Kiribati, Nauru, Tuvalu & Vanuatu)

### **Vacancy – Consular Clerk** Visa and Consular Division

Applications are invited from suitably qualified and experienced candidates for the position of **Consular Clerk**, Visa and Consular Division.

#### **DUTIES**

Provides consular service (Passport, Certificate, Family Registration, Election, Overseas Residential Registration etc) mainly for Japanese residents in Fiji and Japanese tourists, and other related consular services as required by the section Head. Also includes translating Japanese into English and English into Japanese, updating Embassy's Website in Japanese and English and other duties directed by the Head of Mission.

#### **QUALIFICATIONS**

Candidates should have a minimum of 3 years experience in a similar position. Candidates must be responsible and diligent in required work. Candidates must be fluent in English and Japanese, and also required good writing skills in Japanese. Candidates should have an intermediate knowledge of computers (Word, Excel, Power Point, Access etc). Basic knowledge in Japanese Administrative Services would be an advantage.

#### **SELECTION**

Short-listed candidates will be required to have a written examination related to the position and will be called for interviews at short notice.

#### **TERMS & CONDITIONS**

The terms and conditions will be negotiated with the appropriate candidate. Written applications, with detailed curriculum vitae (including telephone contact), one recent passport-size photograph of applicant, copies of academic transcripts or diploma (if applicable), recommendation letters from previous employers (if applicable) and contacts of two referees, should be forwarded to:

**Vacancy – Consular Clerk**  
**Visa / Consular Division, Embassy of Japan**  
**GPO Box 13045 Suva**

Applications should reach the Embassy by **9:00am, Friday 19 January 2018**  
(NOTE: Only short-listed applicants will be contacted.)