



EMBASSY OF JAPAN in FIJI
VACANCY: Local Staff for Security and Defence

The Embassy of Japan in Fiji is seeking a suitably qualified, experienced, and energetic person to work with us as a security and defence assistant.

What You Will Do:

- Advice and Support: Provide sound advice and support on security-related issues.
- Administrative and Secretarial Support: Serve as secretary to the Defense Attaché.
- Reporting: Prepare high-quality reports on security and defense in Fiji and Pacific Island Countries.
- Stakeholder Engagement: Build and maintain networks and strategic relationships with key partners.

What We're Looking For:

- Qualifications: A university degree in security studies, international relations, or a related field. It would be an added advantage if you are conversant with the defence and security issues of the wider Pacific region.
- Experience: Working experience in security, diplomacy, government or related fields in the area defence and security is preferable.
- Strong organizational skills: Ability to prioritize, multitask, maintain accuracy and effectively meet deadlines.
- Communication Proficiency: Produce clear and well-structured written documents in English. Interact effectively with a diverse range of stakeholders and partners at various levels.
- Collaborative and Independent: Strong ability to produce results as a team player while being able to perform with minimum supervision.

How to Apply:

- **Application deadline is 4.30pm, Monday 26 January 2026.** Submit your application letter, including a detailed CV with a current passport-sized photograph and letters of referral from two referees, addressed to: Job Vacancy, Embassy of Japan, G.P.O Box 13045, Suva or hand deliver to the Embassy, Level 2, BSP Life Centre, Thomson Street, Suva or email to: ejdefenceconsul@fj.mofa.go.jp.
- Please note that the documents you submit will be retained by the Embassy, regardless of the outcome. Only candidates who are shortlisted for interviews will be notified by Friday 6 February 2026.
- Interviewees will be required to submit a police clearance issued within the last three months.

Working conditions and remuneration will be discussed during the interview. The Embassy of Japan is an equal opportunity employer and is looking forward to working with a person who is competent and willing to contribute to future Japan-Fiji security and defence cooperation. If you have any questions, please email at ejdefenceconsul@fj.mofa.go.jp