● 在ミクロネシア日本国大使館

Embassy of Japan in the Federated States of Micronesia

Job Vacancy Administrative staff at the Embassy of Japan

Position Title: Clerk

Number of Vacancies: 1(one)

Entry condition: Japanese language ability

Salary: Based on skills and qualifications

Terms of the Contract: The contract is expected to start from May 2025. The first contract period is for 2 years including 3 months of the probation period. The contract is renewable.

Working Hours: Monday to Friday, 8:30 AM - 5:15 PM with a possibility of overtime

work

Application Closing Date: April 8, 2025

JOB DESCRIPTION

- Various administrative works
- Documentation
- Data input
- Window service at the Consular Section

*The elementary level of Japanese language is necessary for all those assignments.

REQUIREMENTS

- FSM citizens or non-FSM citizens with FSM Entry/Work Permit
- Elementary level of the Japanese language both speaking and hearing
- Advanced level of English both writing and speaking
- · ICT skills (Word, Excel etc.)
- · Relevant organizational skills at office

How to apply

Please submit your CV with 1 photo and copy of your academic achievements or the proof of your latest employment by E-mail or hand in them to the Embassy by April 8, 2025. Those who pass the initial selection will be notified to come to the Embassy for interview in due course. Please note that Embassy will NOT contact those who fail to pass the initial screening.

For further info: Visit http://www.micronesia.emb-japan.go.jp

· Call: 320-5465/6366

· E-mail: japanembassy@pi.mofa.go.jp