

26 February 2025

## **ANTICIPATORY JOB VACANCY**

The Embassy of the Republic of the Philippines in Tokyo (Tokyo PE) is inviting qualified candidates for the following anticipatory job vacancy:

### **Consular Clerk (Project Term Personnel)**

#### **Overview**

The Consular Section of Tokyo PE is responsible for the efficient and effective delivery of services to the public, including, issuance of passports and visas, legalization of documents, and processing of civil registry reports received from Filipinos residing within the jurisdiction of the Embassy.

#### **Job Purpose**

To provide support and report to the Consular Officer and to other key personnel of the Consular Section.

#### **Responsibilities:**

- Evaluate and receive documents for legalization/consularization;
- Verify and authenticate the identity and signature of applicants;
- Respond to email inquiries and assist applicants with their concerns;
- Release notarized documents to applicants via mail or in person;
- Prepare and submit monthly reports;
- Scan and maintain digital copies of notarized documents;
- Draft official communications as required; and
- Other tasks as may assigned by the immediate supervisor and other superiors.

#### **Qualifications:**

- Japanese or Filipino national; Male or Female; between 20 and 45 years old;
- University/Bachelor's degree in any field;
- (for Japanese nationals) Business proficiency in English both in written and oral communication;
- Proficiency in computer applications;
- Ability to work independently on his/her own initiative with minimal guidance from superiors; courteous and honest;
- Physically and mentally fit to work;
- Previous applicants are welcome to submit his/her new application;
- Proficiency in Filipino is an advantage.

#### **General considerations:**

- The selected candidate will be given a **three-month contract**, renewable thereafter subject to **performance evaluation** and **availability of funds**.

- The **actual appointment salary** (¥250,000–350,000) will be determined based on the candidate's **qualifications and experience**.
- **Experience with other diplomatic/consular missions or similar organizations** will be considered an advantage.

**Application requirements:**

Interested individuals are requested to send the following documents not later than 13 March 2025 via email to **[admin.section@philembassy.net](mailto:admin.section@philembassy.net)** with the subject, "Application for Consular Clerk":

1. Application Letter
2. Curriculum Vitae with passport-size photo
3. Data page of passport
4. Copy of school records (diploma and transcript of records)
5. Copy of Residence Card and Visa for Filipino applicants; **please make sure applicant has legal residence status in Japan** (permanent, long/short-term visas) because the Embassy does not sponsor visas for local employment