

ANNOUNCEMENT

The Office of the Agriculture Attaché (OAA) of the Philippine Embassy in Tokyo is now accepting applicants for the position of **Technical and Admin Staff**.

Following are the duties and responsibilities, as well as qualifications required for the position:

DUTIES AND RESPONSIBILITIES:

- Assist the Office of the Agriculture Attaché in the performance of its official duties at Post;
- Provide technical translations and interpretations of official Japanese documents for the office;
- Serve as interpreter of the Office of the Agriculture Attaché during meetings, seminars, briefings, and other similar undertakings;
- Undertake research and collection of data and information related to agriculture and fisheries;
- Participate and assist Philippine delegation to Japan and assigned meetings, submit reports, as appropriate;
- Provide support in the maintenance of the office, including filing of documents and materials, and other administrative matters; and
- Perform other functions as assigned by the Agriculture Attache.

QUALIFICATIONS:

- Graduate, with Bachelor's Degree/ Major in English, International Relations or Economics;
new graduates are welcome to apply
- Must have excellent oral and written English and Nihongo, or N2 (minimum) Japanese language proficiency;
- Must be computer literate;
- Willing to work overtime;
- Preferably between 25-35 years old;
- Good interpersonal and communication skills;
- Flexible, considerate, capable of working on their initiative and adaptable to changing priorities;
- Strong organizational skills, ability to work independently, coordinate and prioritize multiple tasks; and
- Proven ability to maintain confidentiality and ability to work well in a team environment.

APPLICATION REQUIREMENTS:

- Application letter addressed to the Agriculture Attaché;
- Curriculum vitae with passport photo;
- Transcript of Records; and
- One-page statement of suitability setting out why you are suitable person for the position. A statement should include clear examples of how you meet the key competencies required by the job

Interested applicants may submit their application requirements by email at a.maghirang@philembassy.net or alilia.maghirang@da.gov.ph or mail to:

OFFICE OF THE AGRICULTURE ATTACHE
Philippine Embassy in Tokyo
15-5 Roppongi, Minato-ku, Tokyo, 106-8537

DEADLINE OF APPLICATION: April 18, 2025