

14 October 2026

JOB VACANCY

The Embassy of the Republic of the Philippines in Tokyo is inviting qualified candidates for the following vacancy:

Clerk / Telephone Operator – Administrative Section

Starting Date

01 January 2026

Overview

The Embassy requires the services of an applicant who can serve as a Clerk under the Administrative Section of the Embassy of the Republic of the Philippines.

A Clerk is responsible for providing clerical and administrative support to ensure the efficient day-to-day operations of the office, including handling incoming and outgoing calls and providing accurate information to callers, and ensuring that all communications are handled efficiently, courteously, and in accordance with Embassy protocols, document processing, providing basic translation and interpretation, general office support, managing venue usage, among others.

Job Purpose

The Clerk shall be responsible for providing administrative support to personnel of the Embassy, Philippine Consulates General, and Attached Agencies. He/she shall directly liaise with various stakeholders, in particular The Embassy's public clients, in performing his/her duties and responsibility while maintaining the highest standard of professionalism and commitment to public service.

Responsibilities:

- a) Handle incoming and outgoing calls and emails, providing accurate information on the Embassy's various services;
- b) Liaise with stakeholders, including Ministry of Foreign Affairs personnel, other Embassies and Consulates, contractors, Filipino Community members, etc.
- c) Prepare and submit monthly reports;
- d) Monitor usage of venues of the Embassy, including assisting in physical setup of the venues;
- e) Assist in the management of Sentro Rizal library;
- f) Draft official communications as required; and
- g) Other tasks as may assigned by the immediate supervisor and other superiors.

Qualifications:

- Japanese or Filipino national; Male or Female;

- Must have at least a bachelor's degree or completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track or its equivalent;
- Intermediate to advance verbal communication and reading skills in English, Filipino and Japanese;
- Computer skills with proficiency in using office applications and basic layout skills using Canva or other similar applications;
- Physically and mentally fit to perform his/her duties and responsibilities;
- For Filipino nationals, must be a holder of a long-term resident visa or permanent resident in Japan; and
- Ability to work independently on his/her own initiative with minimal guidance from superiors, courteous and honest.

General considerations:

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

The **actual appointment salary** (¥250,000) will be determined based on the candidate's **qualifications and work experience, if any**. Additional benefits include: 13th-month pay, transportation allowance, and other mandatory benefits provided under Japanese laws, etc, subject to completion of the probation period and other existing policies.

Work experience with other diplomatic/consular missions or similar organizations will be considered an advantage.

Previous applicants are welcome to submit a new application.

Application requirements:

Interested individuals are requested to send the following documents not later than **31 October 2026** to tokyope.admin@dfa.gov.ph with the subject, "**Application for Clerk/Telephone Operator – Administrative Section**":

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. Applicants should make sure that they have legal residence status in Japan (permanent, long/short-term visas). **Please note that the Embassy does not sponsor visas for local employment.**
6. For Filipino Nationals: Valid National Bureau of Investigation (NBI) Clearance (if available)