26 October 2026

JOB VACANCY

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

Security Guard / Clerk

Starting Dates
Immediately after authority obtained

Overview
The Embassy requires the services of an applicant who can serve as a Security Guard / Clerk.

A Security Guard of the Embassy deals with the day-to-day management of administrative, logistical, property, equipment, security, and well-being of personnel. The Security Guard also oversees the maintenance of facilities, Japanese service providers, coordination of services, and implementation of safety and security measures within Embassy premises.

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

Job Purpose
The Security Guard / Clerk shall be responsible for maintaining the safety and security of Embassy personnel, visitors, and property. The position ensures that all security protocols are observed and that access to the premises is properly controlled at all times.

Responsibilities:

<u>Responsibilities as a Security Guard</u>

a) Monitor and secure Embassy premises, entrance and exit points, and surrounding areas;
b) Control access by verifying the identification of visitors and ensuring proper authorization prior to entry;
c) Conduct regular patrols to detect and prevent security breaches or suspicious activities;
d) Maintain a logbook of visitors, deliveries, and incidents;
e) Assist in implementing security procedures during official events and high-level visits;

f) Ensure that security equipment (e.g., CCTV, alarms) is functional and reports any issues;
g) Observe and enforces Embassy rules and regulations related to safety and security; and
h) Perform other tasks as assigned by the immediate supervisor and other officials of the Embassy.

Responsibilities as a Clerk

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

Qualifications:

- Japanese or Filipino national; Male or Female; between 25 and 45 years old;
- Basic verbal communication and reading skills in English and Japanese;
- Basic knowledge of security procedures, access control, and emergency responses;
- Physically and mentally fit to perform patrol and security duties;
- For Filipino nationals, must be a holder of a long-term resident visa or permanent resident in Japan;
- Willing to render duty during weekends and overnight shifts, as necessary; 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 30 November 2026 to **tokyope.admin@dfa.gov.ph** with the subject, “Application for Security Guard / 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. 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)
7. For Japanese Nationals: Valid Police Clearance (if available)