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, Alternate Driver and General Utility Worker

Starting Dates
Immediately after authority obtained

Overview
The Embassy is seeking qualified candidates for the position of Security Guard, Alternate Driver and General Utility Worker.

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.

An Alternate Driver is tasked to provide driving services for the Embassy's officials, personnel, guests, and other people during official events and functions.

A General Utility Worker provides assistance in the maintenance of the Embassy's properties and facilities and provide emergency/interim solutions to minor repairs and maintenance needs.

Job Purpose
The Security Guard, Alternate Driver and General Utility Worker shall ensure the effective and efficient implementation of the Embassy's security protocol, 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 an Alternate Driver

a) Drive Embassy vehicles to transport Embassy personnel, guests, and documents as needed;
b) Conduct daily vehicle checks and routine maintenance;
c) Maintain accurate records of vehicle trip and passengers;
d) Familiarity with Japanese traffic regulations and local roads.

Responsibilities as a General Utility Worker

a) Basic repair and maintenance of the Embassy's property;
b) Assist the Property Officer in the safekeeping and maintenance of the Embassy's property; and
c) Other tasks as may be assigned by the immediate supervisor and other superiors.

Qualifications:

- Filipino national or other nationality; Male or Female; between 25 and 45 years old;
- Relevant experience in security, law enforcement, and driving;
- Basic knowledge of security procedures, access control, and emergency responses;
- Skilled in general manual labor and repair and maintenance tasks;
- Valid driver's license with excellent driving record;
- Good physical and mental condition;
- Ability to work in flexible hours, including weekends and holidays;
- Basic ability to communicate in Filipino, English, and Japanese;
- Previous applicants are welcome to submit his/her new application
- For Filipino nationals, must be a holder of a long-term resident visa or permanent resident in Japan;
- Willing to work in flexible hours, including weekends, holidays 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, Alternate Driver and General Utility Worker":

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 Non-Japanese 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)