



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
フィリピン 共和国 大使館  
TOKYO, JAPAN

7 June 2021

## JOB OPPORTUNITY

The Embassy of the Republic of the Philippines in Tokyo informs all qualified and interested individuals of the following vacancy:

### **Assistance-to-Nationals (ATN) Unit Staff**

#### **Overview**

The Assistance-to-Nationals (ATN) Unit coordinates consular efforts in responding to urgent requests for assistance made by Filipino individuals or groups in distress, mainly involving the police, immigration and judicial authorities. Requests of such nature are handled on a case-by-case basis.

#### **Job Purpose**

The Assistance-to-Nationals (ATN) Unit Staff provides a wide range of support to the ATN Unit such as in the coordination, preparation and close monitoring of ATN cases and reports, including the regular updating of the ATN database and digitization of records. The incumbent will directly report to the ATN Officer.

#### **Responsibilities**

- Support the ATN Officer in closely coordinating with Japanese agencies and instrumentalities in facilitating the speedy resolution of ATN cases;
- Assist the ATN Officer in on-site visitations, including visits to prisons, detention centers and hospitals;
- Provide general support to the ATN Officer in dealing with ATN cases, including in attending to the ATN emergency phone;
- Prepare reports and communication related to ATN cases;
- Manage and update the digitization of ATN records and ATN database;
- Maintain confidentiality of ATN cases at all times;
- Perform other tasks as may assigned by the Consul-General.

#### **Qualifications**

- Japanese or Filipino national; Male or Female; between 23 and 40 years old;

5-15-5 Roppongi, Minato-ku, Tokyo 106-8537 Japan  
Tel.no.(+81) 3-5562-1600 / Fax no.(+81) 3-5562-1603  
<http://tokyo.philembassy.net>



- University/Bachelor's degree in any field; advanced training or professional qualification in providing welfare services would be an advantage;
- *(For Filipino nationals)* Excellent written and verbal communication skills in Japanese, preferably with JLPT N1 proficiency;
- *(For Japanese nationals)* Above-average written and verbal communication skills in English;
- Proficiency in the use of spreadsheets for database management;
- Proven ability to analyze relationships among a few parts of a problem or situation, make simple causal links (A causes B), or pro-and-con decisions and set priorities for tasks in order of importance;
- Ability to work independently on his/her own initiative with minimal guidance from supervisors;
- Physically- and mentally-fit to work.

### **General Considerations**

The selected candidate is appointed as a Contract-of-Service (COS) personnel for an initial term of 6 months, renewable thereafter, subject to performance evaluation and the availability of funds.

Actual appointment salary and compensation will take into account the selected individual's qualifications and experience.

### **Application Requirements**

Interested individuals are requested to send the following documents **not later than 18 June 2021** via e-mail to [admin.section@philembassy.net](mailto:admin.section@philembassy.net), with the subject, "Application for ATN Staff Position".

1. Application Letter
2. Curriculum Vitae with passport-size photo
3. Data page of passport
4. Copy of Residence Card and visa for Filipino applicants;
5. Copy of National Health Insurance Card.

Shortlisted applicants will be contacted via email for a follow-up interview.

