

JOB VACANCY AT THE EMBASSY

The Embassy of the Republic of the Philippines in Tokyo is inviting qualified applicants who are productive, motivated and hard working, for the position of **Project Tem Personnel for Overseas Voting Registration (PTP-OVR)**.

Requirements / Qualifications for the Position

1. Male /Female, must be above 25 and below 35 years old at the time of hiring;
2. Resident (long Term or Permanent) or holder of valid working visa in Japan;
3. Must be a graduate of any Philippine University/College degree or equivalent degrees in Japan;
4. Physically and mentally fit to work 5-days a week (Monday-Friday);
5. Must be fluent in English, Filipino, and Nihongo (advantage).
6. Must be computer literate and good in Excell, WordPro, etc.
7. Holder of valid police clearance from Japanese authorities and NBI Clearance (could be submitted later).

Terms of Employment:

1. Initial hiring is six (03) months, working hours is 10:00 a.m. – 3:00 p.m., renewable every six (03) months depending on performance;
2. Salary, compensation package, and other benefits will be offered based on qualification and experience.
3. The Project (Work) will begin in January 2021 and will end right after the National Elections of 2022.

Interested parties may send copies of the following documents either hand carried or via e-mail to admin.section@philembassy.net on or before 30 October 2020.

1. Letter of intent; and
2. Resume / CV with picture;
3. Photocopy of data page of valid passport and alien card;
4. Photocopy of diploma and transcript of records.

The Administrative Section of the Embassy will call or send e-mail to prospective candidates for an interview after reviewing their submitted documents. Only shortlisted applicants will be interviewed.