

ANNOUNCEMENT

The Office of the Agriculture Attaché (OAA) of the Philippine Embassy in Tokyo is now accepting applicants for the position of Technical and Admin Assistant (cum Interpreter/Translator).

QUALIFICATIONS:

- Graduate, with Bachelor's Degree/ Major in English, International Relations, Economics or Agriculture;
new graduates are welcome to apply
- Japanese or Filipino residing in Japan, preferably between 25-35 years old;
- Must have excellent oral and written Nihongo - JLPT N2 level Japanese proficiency (or higher)
- Must have excellent oral and written English proficiency
- Must be computer literate;
- Willing to work overtime;
- Good interpersonal and communication skills;
- Flexible, considerate, capable of working on their initiative and adaptable to changing priorities;
- Strong organizational skills, ability to work independently, coordinate and prioritize multiple tasks; and
- Proven ability to maintain confidentiality and ability to work well in a team environment.

APPLICATION REQUIREMENTS:

- Application letter addressed to the Agriculture Attaché;
- Curriculum vitae with passport photo;
- Transcript of Records; and
- One-page statement of suitability setting out why you are suitable person for the position. A statement should include clear examples of how you meet the key competencies required by the job

Interested applicants may submit their application requirements by email at a.maghirang@philembassy.net or alilia.maghirang@da.gov.ph or mail to:

OFFICE OF THE AGRICULTURE ATTACHE
Philippine Embassy in Tokyo
15-5 Roppongi, Minato-ku, Tokyo, 106-8537

DEADLINE: May 15, 2025

Note: The Embassy does not sponsor working visa to Japan.