

The Embassy of the Republic of the Philippines in Tokyo, Japan, is accepting applications for the position of Project Term Personnel (PTP) who will serve as an Overseas Voter Registration Support Staff in connection with the overseas voting registration for the May 2028 Philippine National elections. The detailed job description, required qualifications and skills for the position are enumerated as follows:

TITLE: Project Term Personnel (PTP) as Online Voter Registration Support Staff

JOB DESCRIPTION:

- Assist in online voter registration at the Embassy and during field or mobile registration activities;
- Manage crowd control at the Embassy's designated voter registration area;
- Assist the Embassy in the following:
 1. Assist with information dissemination;
 2. Increase awareness of ongoing overseas voter registration through promotional activities and events;
 3. Encode the names and contact details of Filipinos in the Embassy's area of jurisdiction through the Embassy's registration of Filipino nationals;
 4. Prepare materials for overseas voter registration;
 5. Answer queries regarding overseas voter registration;
 6. Assist overseas voting registrants;
 7. Perform tasks of an alternate Voter Registration Machine Operator;
 8. Remind registrants to vote and provide them with necessary information; and
- Perform other tasks as may be required in relation to Overseas Voting Registration and other related Embassy functions or activities.

MINIMUM QUALIFICATIONS:

- Open to Filipino citizens who are of good moral character;
- Must have at least a bachelor's degree;
- Must have good oral and written Filipino and English communication skills;
- Must be proficient in computer applications;
- Must be willing to travel and work beyond regular office hours when required;
- Must be able to work independently on his/her own initiative with minimal guidance from supervisors; and
- Must be physically and mentally fit to work.

REQUIRED SKILLS:

- Good customer service skills
- Good interpersonal and communication skills
- A team player capable of showing initiative and working under pressure
- Ability to organize, coordinate and prioritize multiple tasks

Interested applicants should submit the following:

- Cover letter addressed to Ambassador Mylene J. Garcia-Albano, for the attention of Vice Consul and Third Secretary Marx Ian A. Rulloda, Administrative Officer;
- Curriculum Vitae, with latest 2"x2" photo with white background, including contact details;
- Transcript of Records from last College/University attended;
- NBI Clearance or equivalent document;
- Copy of residence card and visa – **Please note that the Embassy does not sponsor visas for local employment.**

SALARY - JPY220,000.00 per month

Applicants may drop their application letters with enclosures (Sundays to Thursdays from 10am to 4pm) or send through mail or email the above requirements to the following addresses:

Embassy of the Republic of the Philippines in Tokyo, Japan
5-15-5 Roppongi, Minato-ku, Tokyo 106-8537
Email address: admin.section@philembassy.net