



06 November 2025

JOB VACANCY

The Embassy of the Republic of the Philippines in Tokyo is inviting qualified candidates for the following vacancy:

Consular Clerk/Assistance to Nationals Staff

Overview

The Assistance to Nationals (ATN) Section of the Embassy attends to cases involving Filipinos in distress such as:

- Detention in prison or immigration centers
- Victims of crime including domestic violence, physical & sexual abuse, among others
- Trafficked persons including forced labor, prostitution, among others
- Sickness, death, and shipment of remains
- Loss of or damage to a passport of a Filipino tourist
- Repatriation and emergency travel to the Philippines, among others

Job Purpose

The Consular Clerk/Assistance-to-Nationals (ATN) Staff provides support in protecting the rights and promoting the welfare of Filipino nationals within Japan. The role involves case handling, coordination with relevant local authorities, documentation, and provision of information and services to nationals in distress or in need of assistance.

Responsibilities:

- ✓ Process and assess Consular and ATN related applications;
- ✓ Assist in preparing reports and other official correspondence related to ATN cases;
- ✓ Conduct interviews and response to queries of clients and gather necessary information to determine appropriate courses of action;
- ✓ Respond to incoming telephone calls and emails related to assistance to nationals and Consular matters;
- ✓ Coordinate with relevant local authorities, agencies, and other stakeholders, as and when necessary;
- ✓ Assist in emergency cases or urgent matters, as and when necessary;
- ✓ Maintain confidentiality of all issues and concerns of the Embassy at all times; and

- ✓ Perform other tasks as assigned by the ATN Officer and other officials of the Embassy.

Qualifications:

- Japanese or Filipino national; Male or Female; between 25 and 45 years old;
- University/Bachelor's degree in any field;
- Must have good verbal and written communication skills in English and Japanese languages;
- For Filipino nationals, must be holder of long-term resident visa or a permanent resident in Japan;
- Proficiency in computer applications;
- Willingness to travel and work beyond regular office hours when required;
- Ability to work independently on his/her own initiative with minimal guidance from superiors, courteous and honest; and
- Physically and mentally fit to work.

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.

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 25 November 2025 via email to **admin.section@philembassy.net** with the subject, "Application for Consular Clerk/ ATN Staff":

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 Filipino 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.**