



06 November 2025

JOB VACANCY

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

Translator for the Administrative Section

Overview

The Administrative Section of the Embassy deals with day-to-day management of property, equipment, supplies, security, and well-being of personnel. The Section also deals with Japanese service providers for meetings, purchase orders, ocular inspections, negotiation, and signing of contacts.

Job Purpose

The Administration Section provides a wide range of technical and administrative support to Embassy operations. The translator provides support and reports to the Administrative Officer and to other key personnel of the Administrative Section.

Responsibilities:

- ✓ Translate official documents, reports, notices, contracts from Japanese to English/Filipino and vice versa;
- ✓ Provide interpretation during meetings, events, or interviews involving Embassy officials and Japanese stakeholders;
- ✓ Support the Administrative Officer and other key personnel of the Administrative Section in the day-to-day operations of the Embassy;
- ✓ Assist the Property Officer in the negotiation, translation of documents, and engagement of service providers for goods and services required by the Embassy;
- ✓ Liaise with the police and other local authorities, representatives from the hotels, banks, among other service providers, as and when necessary;
- ✓ Manage the email account on a daily basis for translations of incoming documents (letters; emails, notes, etc);
- ✓ Maintain confidentiality of all administrative issues and concerns of the Embassy at all times;

- ✓ Respond to incoming telephone calls related to Administrative and Consular matters; and
- ✓ Perform other tasks as assigned by the Administrative Officer and other superiors in the Section.

Qualifications:

- Japanese or Filipino national; Male or Female; between 25 and 45 years old;
- University/Bachelor's degree in any field;
- (for Filipino nationals) Must have excellent written and verbal communication skills in Japanese (required JLPT N1 proficiency) and holder of long-term resident visa or a permanent resident in Japan;
- (for Japanese nationals) Must have business proficiency in English both in written and oral communication;
- Proficiency in computer applications;
- Ability to work independently on his/her own initiative with minimal guidance from superiors; courteous and honest;
- Physically and mentally fit to work; and
- Can translate on the spot conversations.

General considerations:

The selected candidate will be given a **six-month contract**, renewable thereafter, subject to **performance evaluation**.

The **actual appointment salary** (¥310,000) 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 Translator of the Administration Section**":

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.**