

CALLING FOR APPLICATIONS

ASSISTANT TO THE CONSULAR SECTION

(Temporary Basis)

At the

EMBASSY OF JAPAN

Applications are invited from qualified Sri Lankan Nationals for the post of **Assistant to the Consular Section** at the Embassy of Japan.

Required Qualifications & Experience :

- A university graduate with experience in the field of clerical work (Minimum 01 year working experience)
- Communication skills and knowledge of Japanese Language
- Excellent written and verbal communication skills both in English, Sinhala and/or Tamil
- Excellent telephone etiquette to communicate professionally
- Computer literacy and conversant with Microsoft Office Software (Word, Excel and Power Point) and basic internet skills
- Residing close to Colombo limits (10 to 15 km from the Embassy)

Terms and Salary :

The post on offer is for full time, with working hours from 0830hrs to 1700hrs, Monday to Friday. The salary scale of the successful candidate will be decided based on his/her expertise, experience and qualifications.

Applications :

Interested candidates are requested to submit: (a) A Bio-Data with two non-related referees, (b) one photograph taken within the last 6 months, (c) copies of education certificates / working certificate, (d) copy of NIC to the Consular Section of the Embassy of Japan (4th Floor, M2M Veranda Office, M.A.D. Ramanayake Mw, Colombo 02). The acceptance of applications will be closed on 31st October 2022 (Any documents submitted at the time of application will not be returned to the candidates and will be managed by the Embassy appropriately.). If the candidates have passed the first screening, the Embassy will contact the candidates for the second screening.