

# Job Vacancy

Consulate-General of Japan in Dubai is looking for a Consular staff (Temporary).

Due date: **August 4<sup>th</sup>, 2024 (Sunday)**

Please note that we do not accept any applications or inquiries over the phone.

## 1. Job Summary

Visa administrative work, Consular-related administrative work

## 2. Requirements

- (1) Excellent in Japanese and English communication. Preferably in Arabic as well but it's not necessary
- (2) Basic computer skills (Word and Excel)
- (3) Team work oriented attitude
- (4) Flexibility for overtime work (Overtime allowance will be paid)

## 3. Working conditions and benefits

- (1) When to start working: August, 2024 (Until December)
- (2) No. of open position: 1
- (3) Working hours: Monday-Thursday 7:30-17:00 (1h break)  
Friday 7:30-12:15  
Holiday: Saturday, Sunday and Consulate holidays.
- (4) Conditions
  - A. Salary: Up to AED 10,000. (Depends on your experience)
  - B. Contract: Temporary employment.
  - C. Benefits: None.

## 4. How to apply

Please send an application to the following email address.

It must arrive by August 4<sup>th</sup> (Sunday).

E-mail: [japanvisa-saiyo@du.mofa.go.jp](mailto:japanvisa-saiyo@du.mofa.go.jp)

## 5. Required documents

- (1) Application form ([Excel](#)), ([PDF](#))  
Both typed and handwritten application form is acceptable but kindly write in block letters.
- (2) Copies of documents to prove academic backgrounds and work experiences (e.g. school certificates, job certificates)

Kindly note that only those who pass the document screening will be contacted. Documents sent to us will not be returned. We appreciate your understanding.