

Job Vacancy

Consulate-General of Japan in Dubai is looking for an administrative assistant.

Application deadline: **22 June, 2026**

Please note: Applications or inquiries by phone will not be accepted.

1. Position Summary

Administrative / Clerical (Secretarial and General Office Support)

2. Responsibilities

- (1) Secretarial Duties,
including managing the supervisor's schedule, preparing official correspondence and documents, and receiving visitors.
- (2) General Administrative Duties,
including document and records management, data entry, preparing materials for meetings, coordinating internal office matters, and providing comprehensive administrative support.

3. Requirements

- **Applicants must reside in the UAE and hold valid UAE residency.**
- **Mandatory Skills**
 - (1) **Excellent communication skills in English and Arabic.**
 - (2) Basic computer skills (Microsoft Word and Excel).
 - (3) Team-oriented attitude.
 - (4) Flexibility to work overtime (overtime allowance provided).
- **Additional Skills (Advantage)**
 - (1) Japanese language ability.
 - (2) Prior secretarial experience.

4. Working conditions and benefits

- (1) When to start working: August 2026
 - (2) No. of open positions: 1
 - (3) Working hours: Monday-Thursday 7:30-17:00 (1hr break), Friday 7:30-12:15
Days off: Saturday, Sunday and Consulate holidays
 - (4) Compensation and benefits
 - A. Salary: Approximately AED 10,000 per month (depending on experiences; includes allowances)
 - B. Contract: 3-months' probation; renewable annually
 - C. Benefits: Medical insurance
- *No allowances for housing, transportation, meals, or return airfare to the home country.

5. How to apply

Please send the required documents to the following email address:

saiyo-dubai@du.mofa.go.jp

6. Required documents

(1) Resume

(2) Copies of documents verifying academic and employment history (e.g. certificates)

(3) Copy of Emirates ID (front and back)

Only candidates who pass the document screening will be contacted.