

# Job Vacancy

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

Due date: **June 10<sup>th</sup>, 2021 (Thursday)**

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

## 1. Job Summary

Accounting, Staff Management, and General Affairs

## 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) Work experience in accounting, staff management, general affairs would be preferable
- (4) Team work oriented attitude
- (5) Flexibility for overtime work (Overtime allowance will be paid)

## 3. Working conditions and benefits

- (1) When to start working: 1st of September, 2021
- (2) No. of open position: 1
- (3) Working hours: Basically, Sunday-Thursday 8:00-16:45 (1h break)  
Holiday: Friday, Saturday and Consulate holidays.
- (4) Conditions
  - A. Salary: Up to AED 9,000. (Depends on your experience, including allowances)
  - B. Contract: Probation period of 3 months. Contract will be renewed every year.
  - C. Benefits: Medical insurance, Yearly bonus.(\*No allowances will be provided for housing, transportation, meals, and returning ticket to home country.)

## 4. How to apply

You may choose following one of two ways to submit your application.

It must arrive by June 10<sup>th</sup> (Thursday).

- (1) Via E-mail: [saiyo-dubai@du.mofa.go.jp](mailto:saiyo-dubai@du.mofa.go.jp)
- (2) Via mail: P.O Box 9336

## 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.