

# Vacancy Announcement

Consulate-General of Japan in Dubai is looking for a Security staff.

Due date: **September 30<sup>th</sup>, 2021 (Thursday)**

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

## Job Description

1. Carrying out security instructions, managements and supervising the security elements of the consulate.
2. Negotiating and arranging with counterparts in the security department.
3. Receive and respond to incoming emails and phone calls.
4. Other security-related administrative work.

## Requirements

1. Holder of Bachelor's degree or higher.
2. Fluent Business level speaking, writing and reading in both Arabic and English.
3. Higher PC skill (Microsoft Windows, Word & Excel).
4. With good experience in the field of security, communication, negotiation and procurement.

## Working condition, benefits

1. When to start: Mid of November, 2021 (tentative schedule)
2. No. of open position: 1
3. Job description: See above "Job Description"
4. Working hours: Sunday-Thursday 8:00-16:45 (1h break)  
Holiday: Friday, Saturday and Consulate holidays.  
Overtime work may occur, shall entitle overtime payment
5. Conditions
  - A. Salary: Around AED 9,000. (Depends on your experience, including allowances)
  - B. Contract: Probationary period of 3 months.  
After probationary period, the employment will be officially confirmed.  
The contract is renewed every year.
  - C. Benefits: Medical insurance, Yearly bonus.

※No allowances will be provided for Housing, transportation, meals, returning ticket to home country.

## How to apply

Please enter all necessary data in the excel form, attach other required documents, and email them to the Consulate.

1. E-mail: [japanvisa-saiyo@du.mofa.go.jp](mailto:japanvisa-saiyo@du.mofa.go.jp)
2. Closing date and Time: September 30th, Thursday, 16:00

## Required documents

1. Application form (<https://www.dubai.uae.emb-japan.go.jp/newhp/20210921jobvacancy.xlsx>)
2. Documents to prove academic backgrounds and work experiences (e.g. school certificates, job certificates)

#### Notes

- (1) The Preliminary screening is done based on a comprehensive evaluation of the submitted documents. **Candidates successfully chosen through the preliminary screening will be contacted by Thursday, October 7th, 2021.** The Consulate will not notify result of preliminary screening towards unsuccessful candidates.
- (2) We do not accept any of this job vacancy application neither at window nor by phone calls. Please submit required documents through designated email address.