

# EMBASSY OF JAPAN

P.O. Box 6050, Koror, Republic of Palau  
Tel. Nos.: (680) 488-6455/6456 Fax Nos.: (680) 488-8065/6458

## VACANCY ANNOUNCEMENT

Position: Administrative & Consular Assistant (Full-time position)

Application Deadline: Open until filled

Starting Date: June, 2024

Salary: Determined based on qualifications and work experience

Duties: Assist in accounting, general office management and consular affairs. Duties also include assisting other official work and activities of the Embassy.

### QUALIFICATIONS REQUIRED:

1. Palauan national or other foreign national whose spouse is Palauan
2. Fluent speaking and writing in Japanese. Excellent speaking and writing skills in English
3. Computer literate. Knowledgeable in Microsoft Word, PowerPoint and Excel
4. Physically and Mentally healthy
5. High School graduate or higher
6. A cooperative team worker with good interpersonal skills

**HOW TO APPLY:** Please submit the following items via email, with "Administrative & Consular Assistant" in the subject line, to [jpembassy.palau@kx.mofa.go.jp](mailto:jpembassy.palau@kx.mofa.go.jp)

1. A current resumé including the contact number, academic background, work experience and reason for application
2. A police clearance issued within 2 weeks of the date of application

**Note:** For further information about the position, please contact the Embassy of Japan at 488-6455/6456 or e-mail [jpembassy.palau@kx.mofa.go.jp](mailto:jpembassy.palau@kx.mofa.go.jp)