

# EMBASSY OF JAPAN

P.O. Box 6050, Koror, Republic of Palau

Tel: (680)488-6455/6456 E-mail: jpembassy.palau@kx.mofa.go.jp

## VACANCY ANNOUNCEMENT

<b>POSITION:</b>	Consular Assistant/Front Desk Clerk
<b>NUMBER OF POSISION:</b>	1
<b>CLOSING DATE:</b>	Open until filled
<b>SALARY:</b>	Determined based on qualifications and work experience
<b>WORKING HOURS:</b>	8:30am-5:15pm, Monday-Friday, over time as needed
<b>START DATE:</b>	April, 2024

### **DUTIES:**

- Receptionist work such as receiving phone calls and assisting visitors
- Assist consular and administrative work of Japanese supervisors
- Assist other sections' work as requested

### **QUALIFICATIONS REQUIRED:**

1. Palauan national or other foreign national whose spouse is Palauan
2. Excellent speaking and writing skills in Palauan and English
3. Good IT skills including Microsoft Word, Excel, PowerPoint etc.
4. Physically and Mentally Healthy
5. High School graduate or higher
6. A cooperative team worker with good interpersonal skills

**HOW TO APPLY:** Interested candidates must e-mail the following to the Embassy of Japan. Only Short-listed candidates will be contacted for interview.

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 Mr. Nagasaki, the Embassy of Japan at 488-6455/6456.