

## **Job Vacancy (Consular Section)**

The Embassy of Japan is currently recruiting local staff for its Consular Section. The application outline is as follows.

### **1. Duties**

Duties at the Consular Section of the Embassy include:

- (1) work in Japanese, Finnish and English at the consular counter (including telephone and email correspondence)  
passports, visa, family register, citizenship affairs, certification affairs, assisting Japanese nationals, overseas elections etc.
- (2) preparation of surveys and documents related to the consular affairs
- (3) other tasks required by the Embassy

### **2. Staff hired**

1 person

### **3. Working days and hours**

Generally weekdays (excluding Saturdays and Sundays, and other holidays determined by the Embassy. Depending on the circumstances, there might be changes in the future.)

September-May: from 9:00 a.m. to 5:00 p.m. (lunch break from 12.30 p.m. to 1.30 p.m.)

June-August: From 8:30 a.m. to 4:30 p.m. (lunch break from 12.00 p.m. to 1.00 p.m.)

### **4. Qualification requirements**

- (1) More than bachelor's degree
- (2) High level of Japanese (including document reading comprehension and preparation skills, level N1 of Japanese Language Proficiency Test or equal skills), and necessary English skills for communicating at the service counter.
- (3) Basic computer management skills (Word, Excel, etc.)
- (4) Those not possessing Finnish citizenship are required to have status permitting them to work in Finland.
- (5) The applicant should be able to start their duties on 1st June 2023.

### **5. Application Process**

Those wishing to apply for the position are requested to submit the following documents to the address below by mail or email by 8th May 2023, 5.00 p.m.

(1) Necessary documents (1 piece/each)

a) Curriculum vitae in Japanese

b) Copy of Japanese Language Proficiency Test certificate, English proficiency certificate (TOEIC/TOEFL) or other certificates of language proficiency, if any.

c) Copy of residence card (if not Finnish citizen) or ID card.

Please note that the documents submitted will not be returned.

## 6. Contact Information

### By mail:

Embassy of Japan in Finland  
Consular Section  
Unioninkatu 20-22, 00130 Helsinki

\*Please be sure to write " 職員募集/Local Staff Recruitment" in red and in Japanese on the front side of the envelope. Also, provide an email address via which you can be reached.

### By email:

[consular@hk.mofa.go.jp](mailto:consular@hk.mofa.go.jp)

\*Please be sure to write " 職員募集/Local Staff Recruitment" in the subject.

## 7. Selection process

(1) First screening: The applicants will be selected based on document screening.

Only those who are selected will be contacted by 12 May 2023 5:00 p.m.

(2) Second screening: Those who have passed the first screening will be invited to the second screening (Japanese test and an interview).

The date and time will be informed directly to the selected applicants. Second screening will be held on 16 and 17 May.

## 8. Inquiries

Any inquiries related to the application process are requested to be sent to the following email address.

[consular@hk.mofa.go.jp](mailto:consular@hk.mofa.go.jp)

Please refrain from contacting the Embassy directly or by telephone.