

Vacancy Announcement for a Clerk in the Consular Section

3 July 2018

Embassy of Japan in the Netherlands

The Embassy of Japan in the Netherlands announces a vacancy for a Clerk in the Consular Section.

A. Job responsibilities:

Consular assistance (Including the task of receptionist in the Consular office)

B. Requirements:

1. Language skills
 - a. Native or near-native level of Japanese.
 - b. Language proficiency in English in reading, writing and speaking to perform duties.
 - c. Communication skill in Dutch would be an advantage.
2. Sufficient computer skills (e.g. E-mail, Word, and Excel).
3. Good health condition.
4. Ability to work overtime and at weekends when necessary.
5. A strong sense of responsibility and ability to work in our team.
6. Customer-friendly attitude.
7. If candidate is non-Dutch national, the following criteria must be met;
 - a. A residence permit with 'arbeid vrij toegestaan' issued by the Dutch government.
 - b. In possession of a permanent residence permit issued by the Dutch government or married a Dutch national and determined to reside permanently in the Netherlands.

C. Applications

1. The following documents are required.
 - A CV with background, motivation, qualifications etc.
 - A recent photograph of candidate (be taken within the last 3 months.)
 - A copy of a graduation certificate of the candidate's final academic educational institute (if written in Dutch, translation must be attached in either English or Japanese).
2. All documents must be mailed in an envelope, no later than 17 July 2018, to Consul HATTORI, Embassy of Japan, 5 Tobias Asserlaan, 2517KC, The Hague. Please note that we will not return the application documents once submitted.
3. The applicant, who is selected by a preliminary screening, will be contacted for an interview.