

VACANCY

Diplomatic Mission

REQUIRES A

CONSULAR ASSISTANT

The ideal candidate should possess the following qualities

- Bachelor's degree or above
- High level of proficiency in English, Japanese language proficiency desirable
- Able to function in a multicultural environment as a part of a team
- Excellent oral and written communication skills
- Superb time management, analytical and reporting skills, with the ability to prioritize and meet deadlines
- Able to build and maintain essential external relationships
- Highly computer literate (Microsoft Word, Excel, Outlook etc.)
- Proficient in conducting research utilizing primary and secondary resources

Interested applicants should submit a cover letter and resume

NO LATER THAN May 24, 2019

to

embassyofjapan@po.mofa.go.jp

or

EMBASSY OF JAPAN PO BOX 1039, PORT OF SPAIN

Attn: Kaoru MORISAWA (Mr.)

SHORT LISTED APPLICANTS WILL BE INVITED FOR INTERVIEW.

TELEPHONE INQUIRES WILL NOT BE ACCEPTED.