

VACANCY

Diplomatic Mission

REQUIRES A

Consular Assistant

Responsibilities:

- Visa related affairs – Documentation screening, conducting interviews, visa issuance, responding to inquiries, etc.
- Inquiries and research related to other Consular Affairs
- Affairs related to the assistance of Japanese nationals
- Perform all other related tasks as required

Requirements:

- Bachelor's degree or above
- High level of proficiency in English with excellent oral and written communication skills
- Japanese language proficiency desirable
- Able to function in a multicultural environment as part of a team
- Computer literate (Microsoft Word, Excel, Outlook, etc.)
- Ability to negotiate, multi-task, prioritize and meet deadlines
- Ability to maintain professionalism and confidentiality when handling sensitive information
- Able to build and maintain essential external relationships
- Proficient in conducting research utilizing primary and secondary resources
- Able to provide frontline customer service to the general public
- Permanent residency in Trinidad and Tobago

Interested applicants should submit a cover letter and resume

to

consular@po.mofa.go.jp

or

EMBASSY OF JAPAN PO BOX 1039, PORT OF SPAIN

Attn: Kozo KOJIMA (Mr.)

Deadline: NOVEMBER 17, 2024

**SHORT LISTED APPLICANTS WILL BE INVITED FOR INTERVIEW.
TELEPHONE INQUIRES WILL NOT BE ACCEPTED.**