

The Embassy of Japan in Saudi Arabia is seeking one (1) staff member (already qualified to stay and work in Saudi Arabia) to engage in consular work. Details are as follows.

1 Business

The following clerical and secretarial duties in the Consular Section of the Embassy

- (1) Consular services (passports, family registers, certificates, visas, assistance to Japanese nationals, etc.)
- (2) Research on consular areas (e.g., Saudi Arabia's legal system, including civil and criminal law)
- (3) Consular Section Documentation
- (4) Other duties (e.g., making appointments, translating, preparing Japanese and English documents, responding to visitors, responding to inquiries by phone and email, and handling urgent Japanese relief cases)

2 Working days, working hours, etc.

- (1) Working days: Sunday through Thursday
- (2) Working hours: 8:00 a.m. to 4:30 p.m.
 - *9:00 a.m. to 2:00 p.m. during Ramadan
 - *Possibility of overtime and urgent call-outs.
- (3) Holidays: Fridays, Saturdays, and days when the Embassy is closed as determined by the Embassy

3 Probationary period

The probationary period will be from October 1, 2025 to December 31, 2025.

4 Employment period

From October 1, 2025 to September 30, 2026 (After one year of employment, including the above probationary period of three months, the Embassy will decide whether or not to renew the employment upon consideration of service evaluation, etc.)

5 Salaries, etc.

To be determined based on background and other factors.

6 Eligibility

- (1) Holds a residence and work permit in Saudi Arabia.
- (2) In addition to Arabic, the candidate must be able to perform work in Japanese and English.
- (3) Basic documents and materials can be created using Microsoft software.
- (4) Applicants who fall under any of the following categories are not eligible to apply for this call.
 - (a) Adult wards and conservators
 - (b) A person who has been sentenced to imprisonment until the execution of the sentence is completed or until the person ceases to be subject to the execution of the sentence
 - (c) A person who has received a disciplinary dismissal as a national public officer in the civil service and two years have not passed from the date of said dismissal.
 - (d) Any person who, on or after the date of enforcement of the Constitution of Japan, has formed or joined a political party or other organization that advocates the violent destruction of the Constitution of Japan or the government established thereunder.

7 How to apply

If you are interested in applying, please send your resume with a photograph and a copy of Iqama to consular-sec@rd.mofa.go.jp . Please include "Consular Officer Recruitment" in the subject line.

<Notes>

- (1) Resumes should be written in either Japanese or English.
- (2) Regarding Japanese and English language proficiency, please attach any test results or qualifications such as JLPT or TOEIC/TOEFL.
- (3) Please note that submitted resumes (including attached documents) will not be returned.

8 Selection Method

- (1) Initial screening: Document screening
- (2) Secondary Screening: Only those who have passed the initial screening will be contacted, and then a written screening and interview will be conducted. Applicants who pass the initial screening will be notified directly by the person in charge.

9 Application deadline

Monday, June 30, 2025 (must arrive by this date)

10 Inquiries

Please send inquiries to the following the Consular Section of the Embassy e-mail address:

consular-sec@rd.mofa.go.jp