The Embassy of Japan in Saudi Arabia is recruiting one admin staff member (who already has residency and work permits in Saudi Arabia) for the position. Details are as follows:

1. Job Description
(1) General administrative duties at the embassy (Social security-related expenses, staff housing, bank etc.)
(2) Coordination with medical institutions
(3) Management of supplies and other items
(4) Coordination with travel agencies and hotels
(5) Other duties as assigned

2. Working Days, Working Hours, etc.
(1) Working Days: From Sunday to Thursday
(2) Working Hours: 8:00 AM to 4:30 PM
***During Ramadan, working hours are 9:00 AM to 2:00 PM.**
(3) Days Off: Fridays, Saturdays, and other days designated by the Embassy

3. Testing Period: The testing period will run from January 1, 2027 to March 31, 2027. After this period mentioned above, the decision to hire will be finalized (subject to change).

4. Employment Period: From January 1, 2027 to December 31, 2027. (This is subject to change, but after the one-year employment period, including the three-month testing period, A decision regarding renewal will be made after taking factors such as work performance evaluations into account.)

5. Salary will be determined based on experience, etc.

6. Application Requirements
(1) Eligible to stay and work in the country.
(2) Ability to conduct business in English and Arabic.
Ability to communicate in Japanese is preferred.
(3) Ability to create basic documents and materials using Microsoft

software.
(4) Individuals who fall under any of the following categories are ineligible to apply for this recruitment.
a) Adult wards or individuals under curatorship.
b) Individuals who, have been sentenced to imprisonment or more and whose sentence has not yet been completed, or individuals who have not yet been confirmed as being exempt from the sentence.
c) Individuals who, have been dismissed from his/her position as a general-grade national public servant and have not yet passed two years since the date of such dismissal.
d) Individuals who, after the date the Constitution of Japan came into force, have formed or joined a political party or other organization that advocates the use of violence to overthrow the Constitution of Japan or the government established under it.

7. How to Apply
If you are interested, please apply by sending one resume (with photo, free format) and a copy of your Iqama (copy) by email adminrd@rd.mofa.go.jp to us. Please write "Admin Staff Recruitment" in the subject line.
<Important Notes>
(1) Please write your resume in English or Japanese.
(2) Regarding Japanese and English proficiency, please attach copies of any test results or qualifications you may have, such as JLPT, TOEIC, or TOEFL.
(3) Please note that submitted resumes (including attached documents) will not be returned to the applicants.

8. Selection Method
(1) First Screening: Document Screening
(2) Second Screening: Only those who pass the first screening will be contacted and then move to a written screening and an interview with the responsible Embassy staff. The date and time of the second screening will be notified directly to those who pass the first screening.

9. Application Deadline

Wednesday, November 11, 2026 (must arrive by this date)

10. Contact Information

Please contact the Administrative Section of the Embassy of Japan in Saudi Arabia at the following email address: adminrd@rd.mofa.go.jp