

**The Embassy of Bangladesh, Tokyo is seeking individuals for the post of “Consular Assistant (Temporary)”**

**Last date for applying:** 26 May 2023

**Position:** Consular Assistant (Temporary)

**Job Description:** Receive consular applications (passport/attestation/birth registration etc.), process the applications related to consular services, maintain consular service related databases/records, attend telephone calls and answer to consular related queries, maintain consular related files/documents, provide administrative and mail services for the consular section, provide information, advice and services to the local Bangladesh community living in Japan and discharge any other duties assigned by the Head of Mission. This is a high-pressure client service delivery environment requiring interaction with the public every day.

**Working Hours:** 0900-1700 hrs. (5 days a week). The selected candidate should be willing to work beyond prescribed office hours and on weekends/holidays, as and when need arises.

**Salary:** ¥2,30,000 per month (Consolidated)

**Duration:** 11 Months from the date of joining

**Qualifications Required:** Candidate must be a graduate from a recognized university having good computer skills, communication skills, preferably in English & Japanese language, fluency (noting/drafting etc.) in English and Japanese language. Candidate must have exposure to work in multicultural environment, readiness to work under pressure and take challenges as well as spirit of teamwork.

**For Foreign national other than Japanese:** Only candidates having work-permit/resident visa etc., in compliance with Japan’s rules and regulations to work in foreign Diplomatic, Missions are eligible.

**Mental and Physical Health:** Candidate should be in good mental and physical health. At the time of offer of appointment, candidates need to submit a medical fitness certificate.

**How to apply:**

Interested applicants must submit the following:

1. Detailed CV/Resume
2. Filled in Application Form
3. 3 Passport size photograph
4. 3 Self attested copies of the certificates for educational qualifications and work experience

**Application should be sent to:**

Head of Chancery,  
Bangladesh Embassy, Tokyo  
3-29, Kioicho, Chiyoda-ku  
Tokyo 102-0094, Japan  
Tel. 3234 5801(PABX) Fax. 3234 5802  
Email: bdembassy.tokyo@mofa.gov.bd

**(Only those candidates suitable for the position will be contacted.)**

**Embassy of Bangladesh, Tokyo**  
**PROFORMA OF APPLICATION FORM**  
**For the position of “Consular Assistant (Temporary)”**

1. Name: .....

2. Nationality: .....

3. Date of Birth: .....

4. Current Address: .....

5. Contact Number:.....

6. Academic Background:

SL NO	Name of the institution	Degree/Course	Year	Result/Achievement

7. Language Proficiency:

SL NO	Language	Level of Proficiency (Speaking/reading/writing)	Relevant Certification (if any)
01	English		
02	Japanese		
03	Other (if any)		

8. Work experience

SL NO	Name of the organization	Duration	Position	Key Responsibilities/ Achievements

9. Whether the current visa status allows the applicant to work in Japan or not: YES / NO  
(Applicable to non-Japanese applicants only)

Place:

Date:

(Signature of the applicant)