

The Embassy of Japan

The Embassy of Japan invites applications for the post of

Consular and Medical Assistant

Main Responsibilities:

- Assistance with visa-related services such as acceptance of visa applications; issuance of visas and timeous response to inquiries.
- Assistance of Consular Services such as acceptance of passport and certificate applications etc.
- Provide assistance to Japanese nationals in emergency situations, etc.
- Liaising and coordinating with government agencies regarding visa and immigration procedures.
- Liaising and coordinating with hospitals and insurance companies regarding medical services.

Requirements:

- Clean Class 4 driver' s license
- Should be a team player.
- Should be of high integrity, trustworthy, honest, reliable, and responsible.
- Should have a passion for Japan and Japanese culture.
- Must have a university degree(Social Science).
- Must have good command of written and spoken English.
- Must have good command of Word, Excel, Outlook and other ICT skills.
- Must have at least 5 years working experience.
- Ideal to have 1 year experience working in a similar environment.
- Ideal to have 1 year experience working in Japan.

Only qualified and experienced candidates are encouraged to apply, Curriculum vitae with names and addresses of contactable referees and certified copies of certificates should be e-mailed to:

saiyou-zimbabwe@hz.mofa.go.jp

Applications should be received on or before 14 March 2025.

Only shortlisted candidates will be contacted.