



سفارت جمهوری اسلامی افغانستان  
توکیو - جاپان

EMBASSY of THE ISLAMIC REPUBLIC  
of AFGHANISTAN  
Tokyo - Japan

د افغانستان اسلامي جمهوریت سفارت  
توکیو - جاپان

May 10, 2019

As of the date listed above, the Embassy of the Islamic Republic of Afghanistan in Tokyo-Japan has an open position among its local staff for the following member of its local staff team:

**Open Position:** *Consular Assistant*

**Preferences given to those possessing the following qualifications:**

- Previous working experience in similar embassy or consular positions.
- Fluency and expertise communicating in both professional English and Japanese are required.
- Ability to professionally manage and filter incoming calls on a dynamic, multi-lined telephone network.
- Excellent organization ability and customer service skills in person and on phone.
- Ability to manage important detailed processes for visa, passport, and other official document applications.
- Working knowledge of standard computer software (all Microsoft Office programs), telephone network, and internet literacy.
- A problem solver who is able to multitask and can work as part of a diverse team as easily as work independently.
- Some background knowledge or interest in International Relations, Consular Affairs, current events, and/or diplomatic protocol.
- A self-motivated individual with a positive outlook who can manage pressure, responsibilities, and help contribute to the progress of the Embassy's image and mission in the host country.

Individuals who believe they meet the above mentioned criteria are encouraged to send an email with cover letter, CV, and any other pertinent documents to [info@afghanembassyjp.org](mailto:info@afghanembassyjp.org) in order to begin the application process. All serious, qualified applicants who meet expectations will be contacted to schedule an interview. The posting for the position will remain on the Embassy website until the position has been filled.