

March 4, 2025

Embassy of Japan

Vacancy for Security Officer

The embassy of Japan is inviting applications for a post of Security Staff. The role of this staff is crucial in supporting the Embassy's security.

Position Title: Security Staff (1 position available)

Location: The embassy of Japan and the Official residence of Ambassador

Key Responsibilities:

- To ensure the security of premises and personnel by patrolling property, monitoring surveillance equipment, and inspecting buildings
- To record and report all security incidents
- To respond to all emergencies as directed by superiors
- To identify and check visitors to the premises
- To remain alert and monitor any suspicious vehicles or individuals
- To perform other security-related duties as required

Working Days, Hours, Holidays, Leaves, and Benefits

- Working day: Monday to Friday (Sometimes there are working weekends as required)
- Working Hours: 8:30AM to 12:30PM and 1:30PM to 5:15PM (Sometimes there are night shifts)
- Holidays: Subject to change depending on the work schedule (all day off the day after a night shift)
- Leaves: 20 days of paid annual leave per year
- Health Insurance: Coverage provided by the Embassy

Qualifications and Experience:

- Work experience in the security sector
- At least a high school education
- Good communication and interpersonal skills in English
- Good physical and mental health
- Good cooperation skills
- Age under 35 years
- Willingness to work in a team environment
- Open to both male and female candidates

Application Process:

If you meet the qualifications described above, please submit the following documents to the specified email address: ryoji@ad.mofa.go.jp

- Curriculum Vitae in English (note: handwritten CVs will not be accepted)
- A recent photograph (taken within the last 6 months)

- Proof of graduation
- Written reason for application: not exceeding 500 words, which details your professional motivations, career goals, and their alignment with the position
- Proof of work experience (if applicable)

All applications must be received no later than 16:00 on March 7, 2025. Only selected applicants will be contacted and invited for interviews as part of the selection process by March 14, 2025.

Embassy of Japan
Consular and Security Division
Bole Sub-city, Woreda6, House No.431
Telephone: 011-667-1166