

The Consulate of Japan in Jeddah is seeking a qualified individual with relevant work experience in Saudi Arabia to fill the position of “Consular Section Clerk”. Details of the job and its duties and responsibilities are provided below.

#### 1 Duties and responsibility

The following clerical and secretarial duties in the Consular Section of the Consulate.

- (1) Consular services (passports, family registers, certificates, visas, assistance to Japanese nationals, etc.)
- (2) Research on consular areas (e.g., Saudi Arabia's legal system, including civil and criminal law)
- (3) Consular Section Documentation
- (4) Other duties (e.g., making appointments, translating, preparing Japanese and English documents, responding to visitors, responding to inquiries by phone and email, and handling urgent Japanese relief cases, etc.)

#### 2 Working days, working hours, etc.

- (1) Working days: Sunday through Thursday
- (2) Working hours: 8:00 a.m. to 4:30 p.m.  
\*9:00 a.m. to 3:30 p.m. during Ramadan  
\*Possibility of overtime and urgent callouts.
- (3) Holidays: Fridays, Saturdays, and days when the Consulate is closed as determined by the Consulate

#### 3 Probationary period

The probationary period will be from January 1, 2026 to March 31, 2026.

#### 4 Employment period

From January 1, 2026 to March 31, 2028 (After two years and three months of employment, including the above probationary period of three months, the Consulate will decide whether or not to renew the employment contract upon consideration of service evaluation, etc.)

#### 5 Salaries, etc.

To be determined based on background and other factors.

#### 6 Eligibility

- (1) Holds a valid transferable residency permit in Saudi Arabia.

- (2) The candidate must be able to perform work in Japanese and English. It is desirable for the candidate to be good at Arabic too.
- (3) Basic documents and materials can be created using Microsoft software.
- (4) Applicants who fall under any of the following categories are not eligible to apply for this call.
  - (a) Adult wards and conservators
  - (b) A person who has been sentenced to imprisonment until the execution of the sentence is completed or until the person ceases to be subject to the execution of the sentence
  - (c) A person who has received a disciplinary dismissal as a national public officer in the civil service and two years have not passed from the date of said dismissal.
  - (d) Any person who, on or after the date of enforcement of the Constitution of Japan, has formed or joined a political party or other organization that advocates the violent destruction of the Constitution of Japan, or the government established thereunder.

## 7 How to apply

If you are interested in applying for this position, please send your resume with a photograph and a copy of Iqama to [cgjapan@je.mofa.go.jp](mailto:cgjapan@je.mofa.go.jp) . Please include "Consular Officer Recruitment" in the subject line.

[Note]

- (1) Resumes should be written in either Japanese or English.
- (2) Regarding Japanese and English language proficiency, please attach any test results or qualifications such as JLPT or TOEIC/TOEFL if you have.
- (3) Please note that submitted resumes (including attached documents) will not be returned.
- (4) As to your resume, it includes your personal information, so if you worry about it, you can set password on your resume and you can send password differently.

## 8 Selection Method

- (1) Initial screening: Document screening
- (2) Secondary Screening: Only those who have passed the initial screening will be contacted, and then a written screening and interview will be conducted. Applicants who pass the initial screening will be notified directly by the person in charge.

## 9 Application deadline

Sunday, August 31, 2025 (must arrive by this date)

## 10 Inquiries

Please send inquiries to the following Consulate email address: [cgjapan@je.mofa.go.jp](mailto:cgjapan@je.mofa.go.jp) .