

CALLING FOR APPLICATIONS ASSISTANT TO THE CONSULAR SECTION

EMBASSY OF JAPAN

Applications are invited from qualified Sri Lankan Nationals for the post of Assistant to the Consular Section at the Embassy of Japan.

1 Required Qualifications & Experience:

- A university graduate with experience in the field of clerical work (Minimum 01 year working experience)
- Communication skills and knowledge of Japanese language
- Excellent written and verbal communication skills both in English, Sinhala and /or Tamil
- Possess a valid Residence Visa (If the candidates are not Sri Lankan nationals)
- Computer literacy and conversant with Microsoft Office Software (Word, Excel and Power Point) and basic internet skills
- Residence close to Colombo Limits

2 Terms and Salary:

The post on offer is for full time, with working hours **0830hrs to 1700hrs, Monday to Friday**. The salary scale of the successful candidate will be decided based on his /her expertise, experience and qualifications.

3 Applications:

(1) Required Documents

Interested candidates are requested to submit the following required documents to the Embassy of Japan Consular Section (**No 20, Srimath R. G. Senanayake Mawatha, Colombo 7 Sri Lanka**)

- (a) A Bio-Data with two non-related referees
- (b) One photograph taken within the last 6 months
- (c) Copies of education certificates / working certificates
- (d) Copy of NIC
- (e) Copy of the passport and Residence Visa (If the candidates are not Sri Lankan nationals)

(2) Application Period

The acceptance of applications will be closed on 9th January 2026. Any documents submitted at the time of application will not be returned to the candidates and will be managed by the embassy appropriately. If the candidates have passed the first screening, the embassy will contact the candidates for the second screening. Please note that the 2nd screening will include an interview and a writing test in Japanese and English.

4 Contact Information

- Embassy of Japan, Consular Section
Srimath R. G. Senanayake Mawatha, Colombo 7 Sri Lanka
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