

Safety-Consular Assistant

The Consulate General of Japan in Edinburgh invites applications for the post of Safety-Consular Assistant. For this post adaptability and flexibility in a cross cultural environment is appreciated.

Duties include:

- Collecting and analysing media and other information concerning the safety and security matters in Scotland and the North of England
- Act as a liaison between the Consulate General and security related authorities, agencies and companies
- Deal with safety and security issues of the mission and the Japanese community
- Monitor and insure the maintenance of security equipment
- Provide administrative support to the security and consular sections of the Consulate General and other tasks as required

The applicant should have:

- English as their mother tongue or its equivalent, both in speaking and writing
- A good command of Japanese, both in speaking and writing
- Excellent organisational skills and good attention to detail
- Good interpersonal skills
- Good IT skills including MS Word, Excel and Outlook.

Working conditions:

- Working hours: Monday to Friday, 9:30am to 5:30pm (Lunch hour: 1:00pm-2:00pm) with occasional paid overtime
- Commencing: In April 2019
- Salary: Salary will be decided depending on qualification and experience

To Apply:

Interested candidates should submit their CV (as detailed as possible) with a covering letter to explain how they are able to meet the requirements for this position, along with their current salary if they are now employed somewhere. A daytime telephone number and email address is also required. CV and covering letter should be emailed to Mr Craig Chalmers:

craig.chalmers@ed.mofa.go.jp

Closing Date:

11th March 2019

NOTES

- All applicants must have the legal right to work in the UK in accordance with the Immigration Act. All applicants must state that this right is obtained through citizenship, permanent residency or work permit in their

application. Applicants who do not provide this information in their application will not be considered for employment. Short-listed applicants will be asked to provide, prior to interview, documentation to certify their legal right to work in the UK. The successful candidate will be required to undergo a police standard disclosure check.

- The local employee shall serve a probation period of three months immediately after the start date of employment.
- It is the Consulate's policy not to give any kind of interview feedback.
- The Consulate will not charge any application fee.

Consulate General of Japan in Edinburgh
2 Melville Crescent, Edinburgh
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