

CONSULATE GENERAL OF INDIA

OSAKA-KOBE

VACANCY OF LOCALLY-RECRUITED CLERK

APPLICATION DEADLINE: 17 OCTOBER 2019; 1700 HRS (5 P.M.)

Position: Full-time Clerk

Working Hours: 0900-1730 hrs (Mon-Fri, 5 days a week)

Salary: starting JPY180,000 per month

Qualifications Required:

1. Degree from a recognized university
2. Native Japanese language fluency
3. Certificate of English proficiency

Age: up to 40 years

Experience: One / two-year(s) work experience is preferred

Language: Fluency in spoken and written English, TOEIC score of over 800 is preferred.

Must be able to translate letters/emails from English to Japanese and vice versa.

Knowledge: Working knowledge of office management, organizing files and papers, drafting correspondence, plan and finalizing programs.

Skills: MS Word, Excel, PowerPoint, and related features

Duties and Responsibilities:

To assist in administration, culture and accounts related work in CGI Osaka-Kobe. There may be additional responsibilities as required from time to time. There may be occasions where one has to work beyond usual hours and/or on holiday (s)

Essential Functions:

- i. Obtaining quotations for purchases, repair works etc.;
- ii. Assisting with booking hotel, vehicles etc. from time to time;
- iii. Assisting in administration and account-related work as required, photocopying, etc;
- iv. Facilitate and enhance effectiveness of cultural outreach activities of the Post in West Japan by arranging meetings with relevant officials of Prefectural Governments, City Governments etc.
- v. Help in organizing cultural events from time to time

Mode of selection: Test & interview

Date of Written Test: will inform individually (translation of a short paragraph from English to Japanese and vice versa plus a short aptitude test, 30 minutes)

Date of Interview: Same day as written test

Exact time of the test/interview will be conveyed over applicant's email address

How to apply:

Interested applicants must submit the following:

1. CV/Resume detailing academic and work record and testimonial/reference letter accompanied by a cover letter indicating motivation for the job

2. Passport size photograph

by post to

Head of Chancery

Consulate General of India

10th Floor, Semba I.S. Building, 1-9-26 Kyutaromachi, Chuo-ku, Osaka 541-0056

Tel (Gen): 00-81-6-6261-7299/9299

Fax (Gen): 00-81-6-6261-7201

Application *via* e-mail*: hoc.osakakobe@mea.gov.in

* *However, hard (printed) copy of application and document(s) may be sent by post so as to reach Head of Chancery by the deadline*

Please note that only the candidates shortlisted for the position will be contacted