

CONSULATE GENERAL OF INDIA

OSAKA-KOBE

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VACANCY OF LOCALLY-RECRUITED CLERK

APPLICATION DEADLINE: 8 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:** 11.10.2019 (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](mailto: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**