

The Embassy of Japan in Iceland  
Recruitment of Embassy Clerk

The Embassy of Japan in Iceland is recruiting one staff member as follows.  
If you are interested in this position, please apply by Monday, December 12, 2022 by sending the required documents to the mailing address shown in 8 below or bring to the Embassy in person.

1 Description of Duties

(1) Main duties (regular responsibilities): Accounting, telecom, and security-related work

Obtaining quotations, making various inquiries to banks, liaison and coordination with various vendors, work related to local staff management, work related to security guards and security equipment, liaison and coordination with security companies and police.

(2) Subsidiary duties: (generally only when the regular staff in charge is on vacation)

Driving of Embassy vehicles, summarizing media news.

2 Working days and hours

(1) Five days a week, Monday through Friday, 8:30 a.m. to 4:30 p.m. (lunch break 12:00 to 13:00).

(2) Closed on Saturdays, Sundays and national holidays, etc.

(3) Overtime work and working on holidays may be required.

3 Qualifications

(1) Applicants must be eligible for permanent residence and employment in Iceland.

(2) Fluent in English and Icelandic (both written and spoken).

(3) General operation of a personal computer and Word, Excel, etc. is required.

4 Disqualifications (Applicants with any one of the following disqualifications are not eligible to apply.)

(1) A person who has been sentenced to imprisonment or severer punishment until the execution of the sentence is completed or until the sentence is no longer applicable.

(2) Those who have received a dismissal from a disciplinary action in the past and two years have not passed since the date of the dismissal.

(3) Those who have been deported or denied entry into Japan in the past.

5 Required Documents (All of the following documents are free to use any format)

(1) Curriculum vitae (with photograph)

(2) Statement of reasons for applying

(3) Copy of identification

(4) Copy of resident registration card or its substitute

(5) Documents that can confirm permanent residence and employment in Iceland (if applicable).

6 Application period

Must arrive by December 12, 2022

7 Scheduled date of employment and start of work

January 27, 2023

8 Mailing address to send documents

Embassy of Japan in Iceland, Administration Section

6th Floor, Laugavegur 182, P.O.Box 5380, 105 Reykjavik

9 Selection process and timing

(1) Primary selection (document screening): Candidates who passed the primary selection will be notified around mid-December

(2) Second selection (interview): Conducted around the end of December.

10 Others

(1) All documents submitted will not be returned regardless of result of selection.

(2) When submitting the required documents, please write "Resume enclosed" in red on the envelope.

(3) When you bring your documents to the Embassy, please ask "Administration Section" at the reception desk, and do not hand them over to the person at the reception desk.

(4) Personal information submitted to us will be used in an appropriate manner

within the scope of operational needs, and will not be used for any other purpose.

We will not provide personal information to third parties without prior consent, except as required by law.

(5) Additional documents may be required if the applicant is officially employed.