

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 sending the required documents to the mailing address shown in 8. below or bring to the Embassy in person.

1. Examples of description of duties
 - a. Secretary duties for Ambassador and Counsellor
 - b. Reception duties, such as answering the phone, receiving visitors, mail sorting
 - c. Information/news gathering on daily basis
 - d. Other duties required by the Embassy

2. Subsidiary duties: Generally only when the regular staff in charge is away
 - a. Setting up meetings and doing research on the political and economic affairs
 - b. Briefing for Ambassador and Counsellor on daily news

3. Working days and hours
 - a. Five days a week, Monday through Friday, 8:30 to 16:30. (Lunch break 12:00 to 13:00).
 - b. Closed on Saturdays, Sundays and national holidays, etc.
 - c. Overtime work and working on holidays may be required.

4. Eligibility requirements
 - a. Applicants must be eligible for permanent residence and employment in Iceland.
 - b. Applicants must be fluent in English and Icelandic, both written and spoken.
 - c. Applicants must have strong computer skills.

5. Non-eligibility: Those who meet any one of the following conditions are ineligible.
 - a. Those who have been sentenced to imprisonment or severer punishment until the execution of the sentence is completed or until the sentence is no longer applicable.
 - b. 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.
 - c. Those who have been deported or denied entry into Japan in the past.

6. Required documents: All of the following documents are free to use any format

- a. Curriculum vitae with photograph
- b. Statement of reasons for applying
- c. Copy of identification, such as passport, residence card
- d. Documents that confirm permanent residence and employment in Iceland, if applicable.

7. Application deadline

All applications must be received by 4:00 PM, Monday, January 9, 2023.

8. Address for submission

Embassy of Japan in Iceland

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

9. Scheduled starting date of employment

February 13, 2023 (negotiable)

10. Screening process

Those candidates who pass the initial application screening will be invited to an interview in person at Embassy of Japan in Iceland around middle of January.

11. Others

- a. All documents submitted will not be returned regardless of result of selection.
- b. When submitting the required documents, please write "Resume enclosed" in red on the envelope.
- c. 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.
- d. We will not provide personal information to third parties without prior consent, except as required by law.
- e. Additional documents may be required if the applicant is officially employed.