



## **Embassy of Japan Tanzania**

The Embassy of Japan in Tanzania has a vacancy for a Security and Consular clerk.

### **GENERAL INFORMATION**

#### **1. Position title**

Security and Consular clerk (There is only one post available.)

#### **2. Job Description**

- (1) Security Officer at the Embassy of Japan in Tanzania.
- (2) Collection of information on security situation, security duties at the Embassy, management of contracted security guards, coordination with security authorities, etc.
- (3) Assistance in consultation and support for problem involving Japanese nationals, etc.

#### **3. Term of office, Working hours**

- (1) One year
  - \*renewable, three-month probationary period.
  - \*full-time (40 hours per week)
- (2) 7:30 am - 4:30 pm
  - \*Lunch break: 12:30 pm - 1:30 pm
  - \*Overtime work, nights, weekends and/or public holidays, and emergency work may be required. In such cases, overtime pay will be paid according to the hours worked.
- (3) Annual leave and public holidays are granted in accordance with Tanzanian law and Japanese Embassy regulations.

#### **4. Eligibility for application/qualification**

- (1) Applicants must have legitimate Tanzanian nationality.
- (2) Knowledge of security services and the country's legal system (e.g. criminal, civil and right to justice and procedures), and experience in these areas is desirable.
- (3) English language skills in addition to Swahili at a level that will enable them to carry out

their normal duties.

\*It is desirable if the candidate speaks other local languages and third languages.

(4) Basic PC skills with the ability to prepare documents using Word, Excel and PowerPoint.

(5) The minimum educational qualification is a bachelor's degree.

## **5. Recruitment period**

Around late June 2024

\*working start date to be decided upon consultation.

## **6. Place of work**

Embassy of Japan in Tanzania, Plot No. 1018, Ali Hassan Mwinyi Rd, Dar es Salaam

## **7. Salary**

Salary varies according to skills and experience and will be communicated to the successful candidate when the Embassy decides to recruit.

## **8. Important notices**

(1) The closing date for this recruitment is **4:30pm on Friday, 3rd May 2024**, after which no applications will be accepted.

Applications should be submitted to the Embassy ***by post or hand-delivered***.

For more information on the application process, see "How to Apply?" below.

(2) Enquiries regarding applications for this call can only be made by email to **[embassyofjapan\\_TZ@dr.mofa.go.jp](mailto:embassyofjapan_TZ@dr.mofa.go.jp)**

(3) We will not respond to any application or enquiries not related to this call. Applications that do not comply with the application guidelines or lack the documents we require **will not be considered**.

***Embassy of Japan***  
***P. O. Box 2577***  
***Dar es Salaam, Tanzania***

2 April 2024

**HOW TO APPLY**

All qualified candidates are required to **POST OR DELIVER** the following documents to the Embassy during the application period, otherwise the application will not be considered.

(1) Application Form\*

\* Candidates **MUST** use the "Application Form" provided on the Embassy's website.

(2) One passport sized photograph (attached to the application form)

(3) A Reports on the following topics. (A4 paper, font size 12 point, no more than 2 pages)

- Assessment of the security situation in Tanzania, the occurrence of crime in the country and its background
- Tanzania's security position in the East African region.

(4) Tanzanian National Identity Card (copy)

(5) Police Clearance Certificate

(6) Academic certificates (copy)

(7) Certificate or evidence of the qualifications (if applicable)

**Submission address**

Embassy of Japan

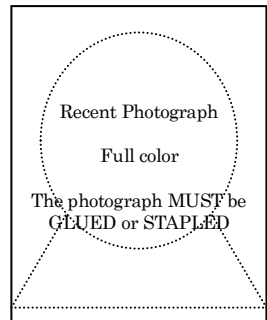
P.O. Box 2577 Plot No. 1018, Ali Hassan Mwinyi Rd Dar es Salaam, TANZANIA

<<Please write "**Application form enclosed**" on the envelope>>



## APPLICATION FORM

Name (as shown in National Identity Card)				
Surname		Given name		Middle name
Gender	Date of birth (DD/MM/YY)		Place of Birth	
<input type="checkbox"/> Male	/ /			
	Age		Nationality	
<input type="checkbox"/> Female				
Marital Status			Passport	
<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced			Passport No. <input type="checkbox"/> I do not possess a passport Date of Issue (DD/MM/YY)                      / /	
Do you have children? <input type="checkbox"/> Yes (how many?                      ) <input type="checkbox"/> No			Passport Type <input type="checkbox"/> Ordinary <input type="checkbox"/> Diplomatic/Official <input type="checkbox"/> Others Do your parents, spouse or children have foreign citizenship? <input type="checkbox"/> No <input type="checkbox"/> Yes (country:                      )	
Current residential address				P.O. Box (if any)
Contact telephone number			Email address	
Emergency contact (Name, contact telephone number, relationship)				
Language ability (Self-rate on a scale of 0: poor, 1: fair, 2: good, 3: excellent, 4: native speaker)				
	Reading	Writing	Speaking	Listening
Kiswahili				
English				
Japanese				
Education background				(MM/YY) to (MM/YY)
				/ to /
				/ to /
				/ to /
				/ to /
Academic degree/Educational qualifications				(DD/MM/YY)





	/ /
	/ /
	/ /
	/ /
<b>Current profession or occupation and position</b>	
Employer	
- Name	- Telephone
- Address	
<b>Work experience (Organization, Job title, Job description, Employment status)</b>	<b>(MM/YY to MM/YY)</b>
	/ to /
	/ to /
	/ to /
	/ to /
	/ to /
<b>Professional license/Certificate/Qualification</b>	<b>(DD/MM/YY)</b>
	/ /
	/ /
	/ /
	/ /
	/ /
<b>Reason(s) for applying for the position (in detail)</b>	
<b>Remarks</b>	
<b>Signature and Certification</b>	
I hereby declare that, to the best of my knowledge and belief, all of the statement given above and attached to this application is true, correct, complete, and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or for termination/dismissal after I begin work. I understand that any information I voluntarily provide on or attached to this application may be investigated.	
Signature	Date (DD/MM/YYYY)

