

JOB VACANCY ANNOUNCEMENT

Local staff / Assistant for Administrative and Consular Affairs

Embassy of Japan in Tajikistan
September 23, 2026

Position: Assistant for Administrative and Consular Affairs

Working hours: Five days/week (09:00-12:30, 13:30-17:45)

Starting date : October (TBC), 2026

Deadline for applications: October 2 Fri, 2026

Location: Dushanbe

Duration of employment: One year (renewable every year by mutual agreement).

Key responsibilities include followings:

(Administrative affairs)

- To perform reception duties (registration of incoming and outgoing correspondence, answering phone calls, management of incoming mail handling.)
- To perform administrative duties (car allocation control, translation of documents, leave request form management, office maintenance support, etc.)
- To work closely with relevant organizations (Governmental, Logistical and others), arrange meetings and manage correspondence.

(Consular affairs)

- To assist Japanese staff of Consular section.
- To process Tajik visa application and accreditation for Japanese staff.
- To process Japanese visa application.

Requirements:

- Tajik citizenship or Tajikistan's Working permit holder.

- University degree or higher.
- Practical language skills in Tajik, English and Russian.
- Strong interpersonal and communication skills.
- Strong ability to work cooperatively and with respect for co-workers and external counterparts.
- Flexibility, adaptability, and the ability to work effectively under pressure in a multicultural environment.
- Good health to travel within Tajikistan, including remote areas.
- Proficiency in computer programs (Word, Excel, and PowerPoint).

Advantages in Evaluation:

- Knowledge of Japanese language

How to apply:

Interested candidates are welcome to submit the following documents to the email: embjpn@db.mofa.go.jp by October 2 Fri, 2026:

- Curriculum Vitae (CV) in English (with a photograph taken within past six months and indication of the telephone number and e-mail address)
- Motivation letter in English (free format)
- copy of ID card

Note: Only shortlisted candidates will be contacted. Application documents will not be returned.