

Job Opportunity

Application Deadline	5 July 2026
Code	NSCON2026_6
Position	Consular Section National Staff
Location	Embassy of Japan in Iran No. 162, Moghadas Ardabili St., Tehran
Type of Contract	Fixed Term
Duration of Contract	The first contract year will be until 31 March 2027. Renewable for one-year terms by mutual agreement before expiration
Start of Employment	September 2026
Starting date of work	Negotiable
Trial period	3 months
Working Hours	Opening 08:30, Closing 17:00 (Full-time job) Rest period for 45 minutes (12:00 to 12:45) Regular days off: Fridays and Saturdays Additional days off: 21 days per year (based on Embassy's calendar 2026 that considers Iranian and Japanese national holidays) Overtime and holiday work may be required during busy periods, and such work shall be paid accordingly. Required on-call duties in Tehran on weekends and holidays (rotating)
Others	There is a possibility of future transfer to other sections after hiring.

Job Description

Providing consular service in cooperation with Japanese diplomats and Iranian colleagues as follows:

- Processing visa applications in cooperation with the external organization
- Passport issuance, certification, family register and nationality-related notifications, overseas voting, and related operations
- Handling inquiries at the consular counter and responding to telephone and email inquiries
- Providing emergency assistance to Japanese nationals, including on-call duties in Tehran on weekends and holidays.
- Document preparation, interpretation and note-taking (English, Farsi and Japanese)
- Editing the Embassy's website
- Data entry
- Administrative and logistical support
- Other support for Japanese diplomats and duties as assigned

Desirable Qualifications

- An ambition to learn work from supervisors and colleagues and improve their skills

regardless of their work experiences. The skill of teamwork and the spirit of respecting supervisors and colleagues to cooperate beyond sections.

- A candidate who accepts the spirit and culture of the labor system of Japan regarding employment at a Japanese governmental office (Employee themselves and their family)

Desirable Experiences and Skills

- Experiences of administrative procedures in compliance with laws and regulations
- Experiences of counter services
- Motivation for engaging in consular services, including emergency assistance to Japanese nationals
- Knowledge about foreign languages
- Challenging spirit with interest in everything
- Ambition to make use of this assignment to improve skills and step up

Examples of persons who may not be suitable for this job opportunity

- Those who are not good at adopting to new rules, unfamiliar values and different cultures that are not in previous experience
- Those who cannot respond to emergencies on weekdays at night, weekends, national holidays
- Those who do not listen to others' opinions and respect them

Conditions

Required Qualifications

- Bachelor Degree or above
- Preferably under 35 years old as of 1 June 2026
- Iranian except dual nationality holder
- Advanced business English proficiency in both writing and oral (CEFR C1 or above. Estimated score: TOEFL100, IELTS7.0)
- Japanese proficiency in both reading and oral
- PC skills (Microsoft Word, Excel, Power Point, Access, Outlook, Teams, Forms)

How to Apply

1. Input basic information into the online application form

(Apply here: <https://forms.office.com/r/cZVMBrFwMG>)

2. Submit the following documents by email:

- A) CV with personal photo
- B) The reason for application
- C) Certificate of English and/or Japanese proficiency (If any)

Remarks:

All documents should be written in English.

In “the reason for application” please describe your specific interest in the areas of consular service

Inquiries are accepted only by email. If you have any questions, please contact us below.

Consular Section of the Embassy of Japan in Iran

consular@th.mofa.go.jp