

Job Vacancy



The Embassy of Japan in Timor-Leste is looking for a temporary national staff as follows;

1. Scope of duties

- Internal office management (including but not limited to receiving guests, receiving and transferring incoming calls and inquires, distributing incoming documents, drafting documents)
- Assisting the Consular Section (including but not limited to checking visa application)
- Interpretation and translation (Tetun/Portuguese/Bahasa → English)

2. Conditions

- Salary: According to the Embassy of Japan's regulations
- Working Hours: Monday to Friday 8:45-17:30, including one-hour lunch break. Overtime and weekend work may also be requested.
- Place of Work: Embassy of Japan in Timor-Leste (Avenida de Portugal, Pantai Kelapa, Dili)

3. Minimum requirements

- Have strong interest in Japan.
- Have strong communication and teamwork skills.
- Proficient in oral and written English, Tetun, and Portuguese. Additional proficiency in Japanese and/or Bahasa would be an advantage.
- Minimum 2 years of business and/or official work experience.
- Good computer skills (Microsoft Word/Excel/PowerPoint/Outlook)
- (Short listed candidates) submit copy of valid criminal record.

4. Expected term of employment

- From 4th, September 2025 to 5th, February 2026 (tentative)
- ※Date mentioned above is subject to delay, however all applicants must be able to start working from this date.

5. Application method

Kindly e-mail (1) Application letter (2) CV (must be prepared in English) with your recently taken headshot attached to japan.embassy.in.timor-leste@di.mofa.go.jp AND lopesn3astuti@di.mofa.go.jp by no later than 5:00 pm on 2nd July, 2025.

Only shortlisted candidates will be contacted by 1st August 2025 by email or telephone to be invited for a written exam and an English interview.

No phone inquiries regarding this matter will be entertained.

Submitted application documents will not be returned.