

# Vacancy announcement

## The Royal Danish Embassy in Tokyo is looking for a consular and administrative employee



<b>Position:</b>	Consular and Administrative Officer
<b>Type of employment:</b>	Full time and three-year duration with the possibility of extension.
<b>Starting date:</b>	1 August 2025 or soonest thereafter.
<b>Location:</b>	Royal Danish Embassy, 29-6 Sarugaku-cho, Shibuya-ku, Tokyo 150-0033, Japan
<b>Deadline for application:</b>	21 May 2025 COB

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The Royal Danish Embassy in Tokyo seeks a new employee to the Embassy's consular and administrative department.

### Main tasks and responsibilities

The Embassy covers Japan and is an ambitious, high-paced and dynamic workplace.

We are a public Danish authority, who works to promote Denmark in Japan, among others through sustainability efforts in the way we renovate and maintain the Embassy. We also case process Danish passport applications, and handle visa and residence permit applications to Denmark.

Our new employee will be a key player in ensuring continuity in those tracks and support the day-to-day servicing of the administration of the Embassy.

### Typical tasks will include:

- Project management of maintenance work (plan activities, contact suppliers, evaluate offers, produce recommendations, prepare contracts, supervise execution, archive documentation).
- Passport applications.
- Residence and work permit applications.
- Visa issuance.
- Responding to citizen inquiries (phone, email and letters).
- Support to citizens in distress.
- Administrative processes.

### Qualifications

We are looking for a colleague who:

- Is a jack-of-all-trades, who can learn new tasks within both legally and technically challenging topics.
- Is able to communicate professionally and correctly with a broad audience.
- Is experienced in the use of Microsoft Office.
- Possess excellent organizational and multitasking skills (ability to prioritize tasks, meet deadlines under pressure and manage competing responsibilities independently).
- Has a high sense of responsibility and the ability to work independently and efficiently.
- Is flexible and willing to adapt to the changing needs of the Embassy.
- Is proficient in Japanese, and English. Danish language skills is a strong asset.

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## We offer

- An international and dynamic work environment where we strive to deliver exceptional results in our support of the goals of the Danish Government.
- Great opportunities to showcase your professional and personal competences.
- An interesting job with new challenges every day.
- A salary reflecting experience.
- Flexible working hours.

## Employment conditions

- You will be offered a full-time employment of three years with the possibility of extension on a local contract based on the relevant legally binding labour market rules of Japan
- Your standard working hours will be 40 hours per week with a large degree of flexibility in organizing your own daily working hours
- You will be entitled to five weeks (25 working days) of paid vacation per year and a number of public holidays equal to the number of holidays in Denmark.
- Your salary will reflect your qualifications, relevant experience and proven work-related results.
- You will be offered reasonable coverage of sickness expenses and a workplace pension scheme.

## Application and recruitment process

To apply for the position, please send your application to the Embassy (cover letter, CV, proof of relevant education or experience and 2-3 references or recommendations) in English to [tyoamb@um.dk](mailto:tyoamb@um.dk) no later than end of business on the specified deadline.

## Questions

If you have any question regarding the position or application procedure, please send your inquiry in English to [tyoamb@um.dk](mailto:tyoamb@um.dk).

## About us

The Danish Embassy is part of the Danish Foreign Service. The Embassy is an ambitious, high-paced and dynamic workplace with approximately 35 employees, 7 of whom are posted from the Danish Ministry of Foreign Affairs.

For more information about the Embassy visit <https://japan.um.dk/>.

## Note

The application must not contain personal information that is sensitive under the definition in the European GDPR regulations<sup>1</sup> nor under the definition of confidential data under Danish data protection rules.<sup>2</sup>

The Embassy attaches great importance to equal opportunities for all and therefore welcomes applications from all qualified persons regardless of race, sex, religion, age or disability.

Selected candidates will be invited for interviews (online if necessary) – expected to take place the week following the application deadline.

The chosen candidate must pass and maintain security clearance by the Danish authorities prior to appointment. The application is initiated by the Embassy.

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<sup>1</sup> [https://commission.europa.eu/law/law-topic/data-protection/information-individuals\\_en](https://commission.europa.eu/law/law-topic/data-protection/information-individuals_en)

<sup>2</sup> <https://www.datatilsynet.dk/english/fundamental-concepts-/what-is-personal-data->