

Job Posting: Consular Section

The Consulate General of Japan in Vancouver is currently recruiting a local staff member for a fixed term contract position. Interested candidates should send a resume (in Japanese and English) with contact information, including telephone number, along with a copy of your PR card or proof of Canadian citizenship to the following e-mail address by Friday, February 13, 2026. Please specify "Application for Consular Section" in the subject line:

Email address: recruit@vc.mofa.go.jp

1 Overview of the position

Under the supervision of the Consul in charge of the consular section, carry out a variety of administrative tasks for the consular section (certificates, passports, overseas elections, visas, etc.)

2 Contract Period

From April 1, 2026 (tentative) for two years. Includes a three-month probationary period. The contract may be extended depending on the performance of work.

3 Qualifications and abilities required:

- (1) High level of communication skills in both Japanese and English
- (2) Proficient in Microsoft Office
- (3) Holds a valid government-issued photo ID
- (4) Holds Canadian citizenship or permanent residency status
- (5) Can provide a criminal record check
- (6) Can work continuously for long periods of time

4 Working Conditions

- (1) Working hours: Monday to Friday (excluding statutory holidays)
9 am to 5 pm (This includes a one-hour lunch break) *
*Overtime work may be required.
- (2) Work location: 900-1177 W Hastings St., Vancouver**
**Work from home is typically not allowed.
- (3) Leave system: Annual paid leave
- (4) Benefits: Dental insurance, CPP (pension)
- (5) Salary: \$45,000-\$60,000 per year/To be determined based on educational background and work experience.

5 Selection Process

There will be an interview for candidates who pass the initial application screening. Only candidates selected for interview will be informed of their results by Friday, February 20, 2026.