

## 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](mailto: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.