

Embassy of Japan is recruiting Staff
Position: Security Clerk, Full Time

1. Job Specifications

Position name: Security Clerk

Working place: Embassy of Japan in the Republic of Bulgaria, 14 Lyulyakova gradina Str., Sofia

2. Main Duties and Responsibilities

- To manage, organize and coordinate the security of the Embassy and the Residence which includes the maintenance of the technical devices.
- To be in constant contact with the security officer and to supervise the security guards.
- To collect, analyse and report information on crimes, incidents relating security.
- To establish and maintain good relationship with the local law enforcements and authorities in case of Japanese national related crimes, incidents.

3. Requirements

- Prior work experience in security field
- English – good communication skills
- To be able to cooperate and work in a team
- Available to manage the emergency calls at nights or on holidays

4. Working Hours

08:30 to 12:30 and 13:30 to 17:15 (Monday - Friday)

(Should be ready to work overtime when required, including weekends)

5. Application

C.V. (europass form) in English with your photo

6. Application Deadline

January 20, 2017

7. Contact

Security Division, Embassy of Japan
14, Lyulyakova Gradina Str., 1113 Sofia
emil.petrov@sf.mofa.go.jp

The embassy offers labor contract and all insurances according to the Bulgarian legislation.

We will contact only the applicants who have passed the screening of the application materials.