



EMBASSY OF JAPAN IN MAURITIUS

Job Vacancy for a Receptionist/Clerk (Consul and Security Section)

1. Qualification

- Minimum educational qualification: Higher School Certificate
- Excellent communication skills (oral and written) in both Japanese and English (or French) are mandatory
- Good IT skills including Microsoft Outlook, Word, Excel, PowerPoint
- Mauritian National or holder of valid work permit in Mauritius

2. Terms of Employment

- Working Hours: Monday to Friday, 08:00 to 16:45 (Lunch time from 12:00 to 13:00)
- Start Date: 11 May, 2026 (TBC)
- Salary: Complied with the provisions of the Embassy
- Commute Mode: Able to commute on your own

3. Place of Work

The Embassy of Japan in Mauritius

Level 6, Tower C, 1 Exchange Square, Wall Street, Ebène 72201

4. How to apply

Interested candidates should send the CV (including a passport size photograph) to [japanembassy@mx.mofa.go.jp](mailto:japanembassy@mx.mofa.go.jp) or to the address above.

Documents must be in Japanese or English.

5. Deadline for application: Sunday 22 March, 2026

\*Notes:

- Only successful candidate will be contacted for written exam and interview.
- We do not provide any information regarding selection criteria.
- We do not give any kind of feedback following written exam and interview.