

## Embassy of Japan in Sweden

The Embassy of Japan in Sweden has a vacancy in the security section.  
Please see below for the details.

### 1. Place of work

Embassy of Japan in Sweden  
Gärdesgatan 10, 115 27 Stockholm, Sweden

### 2. Working days and hours

- (1) Monday to Friday 8:30-17:30
- (2) Lunch break 12:30-13:30
- (3) Occasional security duties at the residence during lunch hours and evening

### 3. Commencing date

As early as June 2025

### 4. Main duties

- (1) Liaison and coordination with Police Authority, security agencies and security contractors.
- (2) Direct supervision and guidance of security guards.
- (3) Maintenance of security equipment.
- (4) Collecting and reporting general security information.
- (5) Daily business report.
- (6) Security duty for lunch, dinner and during other occasions when needed.
- (7) Occasional work as receptionist as needed basis (Answering and screening incoming calls and directing them to the relevant sections.).
- (8) Other matters instructed by the head of the security section.

### 5. Salary

The salary will be decided based on the candidate's qualifications and expertise.

### 6. Qualifications and skills and experience

#### (1) Must have:

- a) Driving license B with access to a vehicle.
- b) Swedish citizenship or permanent residency and work permit in Sweden.
- c) Good command of English, written and spoken.
- d) Good command of Swedish, written and spoken.
- e) Experience in security related work.
- f) Clean criminal record. (Unopened extract of criminal record from the Police required before employment)

(2) Desired skills:

- a) Sociability.
- b) Solution-oriented thinking.
- c) Experience in managing security related system/devices. (CCTV, access systems, alarm systems, etc.)
- d) Experience in international working environments.
- e) Experience in leading and administrating security related projects.
- f) Diploma or degree in security management, risk management or similar.
- g) Background from military, police and other security related organizations.

7. Application \*All documents must be prepared in English

Required application documents include:

- (1) A resume or CV.
- (2) A letter (within A4 1 page) describing how the applicant is qualified for the position.
- (3) A copy of Swedish national ID or passport identification page.
- (4) A copy of the working permit. (for non-Swedish applicants)

Please submit the required documents separately in PDF or MS Word format to [admin@st.mofa.go.jp](mailto:admin@st.mofa.go.jp) no later than 5pm, 23 May, 2025. Please make sure that the title of the email is "Security section." If you prefer to submit your application in printed forms, the documents should reach the Embassy by the deadline stated above.

TO:

Embassy of Japan  
Security Section  
Gärdesgatan 10  
115 27 Stockholm

Only the applicants who have passed the first screening of the submitted documents will be contacted for an interview at the Embassy of Japan in Stockholm.

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