

# LES Conditions of Service

## Visits and Protocol Officer

- 1. Length of contract:**  
Indefinite duration after successful completion of 6 month probation period.
- 2. Commencement Date:**  
March 2020
- 3. Basic salary:**  
Full time:                   ¥ 5,246,988 (LE 4) per annum  
                                      ¥ 437,249 monthly
- 4. Pension:**  
WPI (Kosei Nenkin) or SGC (the Australian Superannuation Guarantee Contribution)
- 5. Leave:**  
Recreation leave: up to 20 days per year (this is on an accrual basis); and  
Personal leave: up to 15 days per year (includes sick leave, Carer's leave, etc.).
- 6. Hours of Work:**  
Standard working hours: Monday to Friday, 9:00 a.m. – 5:30 p.m.  
The ability to work outside of these hours on occasion is also necessary, including on weekends.  
Non-standard hours worked will be offset by flexible leave time or time off in lieu.
- 7. Taxation / Medical Insurance / Social Insurance:**  
All are a personal responsibility of staff. The Embassy does not deduct taxation from salaries each month. Staff are expected to submit their own tax returns each year. Medical and social insurance other than point 4 and 8 mentioned is also a private responsibility.
- 8. Labour Insurance:**  
The Embassy pays the labour insurance premiums.
- 9. Accommodation/Travel Assistance:**  
The Embassy does not offer accommodation or travel assistance for this position, nor does it act as a rental guarantor. The salary is inclusive of these.
- 10. Visa:**  
Non-Japanese citizens must have an appropriate category visa to work in Japan. The Embassy will provide a letter to the Ministry of Justice in Tokyo in confirmation of intended employment. Staff are responsible for all the arrangements and costs involved.
- 11. Performance Management:**  
All staff participate in the Embassy's Performance Management System. Any increases in salary are dependent on performance based outcomes.
- 12. Probation:**  
The six (6) months of this employment contract will be a probation period, during which you will have formal and informal performance reviews with your supervisor. In the case of an unsatisfactory performance review, your employment may be terminated within the probationary period, and you will have no claim for unfair dismissal.
- 13. Security Vetting**  
Confirmation of Employment is dependent on meeting all of the requirements of security vetting.