

Terms and Conditions

These Terms and Conditions constitute a service agreement for the following works related to the new official residence construction work of the Consulate-General of Japan in Karachi.

1. Title of Work

Assistant architect/engineer (outsourced contractor on a fixed-term contract) staff for the Building Construction Department of the Consulate-General of Japan in Karachi

2. Outline of Work

To provide support services to facilitate the smooth execution of new residence construction work at the Consul-General's residence.

3. Contracting Party

Consulate-General of Japan in Karachi

Contracting Officer: Consul-General, Mr. Masaru Hattori

Address: 6/2 Civil Lines, Abdullah Haroon Road, Karachi, 75530, Pakistan

4. Contact Person

Consulate-General of Japan in Karachi

Building Construction Department

Ms. Kaori Kodato

Mr. Tatsuki Kuramoto

5. Conditions

- (1) University degree or higher
- (2) High proficiency in both spoken and written English and Urdu is must
- (3) Japanese language proficiency is encouraged
- (4) Excellent organizational skills, keen attention to detail, and the ability to manage multiple projects simultaneously
- (5) Proficiency in computer skills (Word, Excel, and PowerPoint)
- (6) Responsible figure with high integrity and honesty
- (7) Practical experience is more than 3 years on construction site
- (8) Qualified architect/engineer is encouraged

6 .Work contents

New Official Residence Construction work

- (1) Witnessing and photographing construction work
- (2) Participation in weekly meetings
- (3) Preparation of various documents
- (4) Coordination between the Consulate-General and local authorities, public services and service providers (ex. Booking appointments, answering the telephone and emails, etc.)
- (5) Inspection to check the quality and quantity of the construction work
- (6) Preparation of daily reports (to be submitted by the 7th of the following month, in data and paper form)

The contents of records, texts, etc. created through this work shall belong to the Consulate-General of Japan in Karachi.

7. Term of Work Outsourcing

July 15, 2026 - March 31, 2027 (subject to change depending on the progress of the procedure).

The probationary period will be three months, and the contractor will be dismissed if it is determined that he/she has not reached the required level of competence.

8. Working hours

- (1) Working days: as per the Consulate-General's opening days (basically 5 weekdays)
- (2) Working hours: 7.5 hours (9:00-16:30 (lunch break 13:00-14:00))
- (3) Working on holidays: When instructed to work on a holiday, the contractor shall take an equivalent number of hours off as compensatory time on a weekday.
- (4) Overtime work: When instructed to work outside of work hours, contractor shall take the equivalent number of hours off as compensatory time on a weekday.

When taking compensatory time off, the schedule must be coordinated with the person in charge specified in section 4. contact person.

9.Work of regulations

The contractor shall take full responsibility for all matters concerning the performance of this work and shall comply with all relevant laws and regulations.

- (1) The contractor shall not engage in any of the following acts
 - i . Defaming the Consulate-General or harming its interests
 - ii . Leaving their place of responsibility without due cause while on duty
 - iii . Leaking to a third party or using for any other purpose any information obtained during

their duties

iv. Taking materials (including electronic data) created in the course of work outside the Consulate-General

v. Using items loaned by the Consulate-General for personal use

vi. Other prohibited acts as separately stipulated by the Consulate-General

(2) The contractor shall, on the contractor's own responsibility, obtain the contractor's own insurances such as accident insurance.

Matters not explicitly specified in this Terms and Conditions, or when it is deemed necessary to make changes, shall be decided upon consultation with the Consulate-General.

10. Terms of Payment

(1) The contract and payment shall be in Pakistan Rupees.

(2) Payment shall be made monthly, within 30 days from the date of receipt of the invoice and daily report.

11. Written pledge

When a contract is reached, the contractor shall prepare and submit a written pledge specifying compliance with respect to the leakage of information and management of materials obtained in the course of this work.

(End of Document)