

# THE EMBASSY OF JAPAN

is seeking a self-motivated and multi-task candidate  
for the position of Personal Assistant to the Ambassador.

## JOB DESCRIPTION

Job Title	Personal Assistant to the Ambassador
Main Work Place	Embassy Chancery, Pretoria
<p><b><u>Key Role:</u></b> Providing necessary assistance to the Ambassador</p> <p><b><u>Responsibilities include but are not limited to:</u></b></p> <ul style="list-style-type: none"> <li>• Managing day-to-day operations</li> <li>• Screening and handling incoming phone calls, enquiries and requests</li> <li>• Dealing with incoming e-mails, faxes and post</li> <li>• Organizing and maintaining files and records</li> <li>• Planning and scheduling meetings and appointments</li> <li>• Arranging travel, air tickets and accommodation</li> <li>• Meeting visitors and arranging VIP parking within Embassy grounds</li> <li>• Drafting correspondence and notes verbale</li> <li>• Receiving invitations, bringing them to Ambassador's attention and handling as per instruction</li> <li>• Sending invitations for receptions/luncheons/dinners and recording responses</li> <li>• Preparing for Ambassador's luncheons/dinners, including table plans, etc.</li> <li>• Updating mailing list for the Ambassador</li> </ul>	
Qualifications and requirements	<ul style="list-style-type: none"> <li>• Bachelor's degree or higher <u>and</u> at least five years fulltime administrative experience, <i>or</i></li> <li>• National Senior Certificate or higher <u>and</u> at least ten years fulltime administrative experience during which five <u>consecutive</u> years as personal assistant at <u>senior management level</u> or similar position</li> <li>• Excellent command of English, both oral and written.</li> <li>• Excellent communication skills</li> <li>• Good computer knowledge and skills, including email, word processing, spread sheet and database software.</li> <li>• South African citizen or permanent resident holder</li> <li>• Resident in Pretoria area preferred</li> </ul>
Commencement date	As early as 5 January 2015
Working Hours	<ul style="list-style-type: none"> <li>• 08:30 to 16:30, Monday to Friday except for designated public holidays</li> <li>• Occasional overtime expected</li> </ul>
Salary level	<ul style="list-style-type: none"> <li>• As per the Japanese Government pay scale according to the candidate's qualification and experience.</li> </ul>
Send your CV to	<p><a href="mailto:political@pr.mofa.go.jp">political@pr.mofa.go.jp</a></p> <p>Please put "PA to Ambassador" in the subject line. Only short-listed candidates will be contacted.</p>
Closing date	15 October 2014