

JOB DESCRIPTION (EMBASSY OF JAPAN)

Job Title	Section Assistant (Political)
Main Work Place	Embassy Chancery, Pretoria
<p><u>Key Role:</u> Providing necessary assistance to diplomats in the political section in fulfilling their duties.</p> <p><u>Responsibilities include but are not limited to:</u> Duties include drafting, editing and filing of speeches, letters and other official correspondence; organising embassy events and functions; compiling a daily media report; and conducting research on subjects assigned. General secretarial tasks are also expected.</p>	
Qualification and requirement	<ul style="list-style-type: none"> ● A bachelor's degree in political science, international relations or related major. ● More than 5 years of administrative work experience (3 years with a master's degree). ● An excellent command of English, both oral and written. ● Good experience in speech writing and formal document drafting / editing ● Excellent communication skills ● Strong Research and analysis skills ● Good computer knowledge and skills, including email, word processing, spread sheet and database software. ● A South African citizen or permanent resident holder ● A resident in Pretoria area preferred
Commencement date	Late March or early April
Working Hours	<ul style="list-style-type: none"> ● 08:30 to 16:30, Monday to Friday except for designated public holidays ● Occasional overtime expected
Salary level	<ul style="list-style-type: none"> ● As per the Japanese Government pay-scale according to the candidate's qualification and experience.
Send your CV to	political@pr.mofa.go.jp (Please put "Political Assistant" in the subject line)
Closing date	Friday, 19 February 2016