

THE EMBASSY OF JAPAN

is seeking a self-motivated and multi-task candidate
for the position of political assistant.

JOB DESCRIPTION

Job Title	Section Assistant (Political)
Main Work Place	Embassy Chancery, Pretoria
<u>Key Role:</u> Providing necessary assistance to diplomats in the political section in fulfilling their duties. <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.	
Qualification and requirement	<ul style="list-style-type: none">● A bachelor's degree in political science, international relations or related major● More than 3 years of administrative work experience● An excellent command of English, both oral and written● Good experience in speech writing and formal document drafting / editing● Excellent communication skills● Sufficient Research and analysis experience● 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	After 4 January 2016
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	Wednesday, 11 November 2015