

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
<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, NOT including internship (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	Later in September
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	Thursday, 27 August 2015