

THE EMBASSY OF JAPAN

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

JOB DESCRIPTION

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| Job Title | Section Assistant (Economic) |
| Main Work Place | Embassy Chancery, Pretoria |
| <u>Key Role:</u> Providing necessary secretarial assistance to diplomats in the economic section. | |
| <u>Responsibilities include but are not limited to:</u> In addition to general secretarial and diplomats' schedule management, duties include drafting and filing of letters and other official correspondence, organising embassy events and functions, compiling a daily media report, and conducting research on subjects assigned. | |
| Qualification and requirement | <ul style="list-style-type: none">● A bachelor's degree in economy, international relations or related major.● An excellent command of English, both oral and written.● Excellent communication skills● Good 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● Experience in journalism is welcome |
| Commencement date | Immediate |
| 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 | economic@pr.mofa.go.jp (Please put "Economic Assistant" in the subject line) |
| Closing date | 15 May 2015 |