

Vacancy announcement for a local staff at the Embassy of Japan

Position: Political Clerk

Working Hours: Monday to Friday, 8:30am-4:30pm (Lunch hour: 12:45pm-1:45pm) with possibility of overtime work

Location: Embassy of Japan, Pretoria

Employment Type: Permanent

Salary: Determined upon the regulation of the Embassy of Japan based on candidate's educational background, qualification and experience

Application Deadline: Thursday, February 10, 2022

Interviews: February 16 - February 18, 2022 (panel interview + written assessment)

Start Date: March 15, 2022

Job Details:

The Embassy of Japan seeks a highly qualified person who can perform as a Clerk to the Political Section. You will be required to support Japanese diplomats posted in South Africa, Pretoria, as well as working within a team of locally employed staff to support the wider functions of the Embassy.

DESCRIPTION

【Job Description】

- Monitor developments of political affairs in South Africa, Eswatini and Lesotho by checking and analyzing news, government statements, government policies, legislations and papers issued by relevant institutions.
- Keep diplomats briefed and informed on current political affairs by providing daily, weekly and periodic reports regarding political affairs in South Africa, Eswatini and Lesotho.
- Collect and analyze information related to bilateral relations between Japan and South Africa/ Eswatini/ Lesotho.
- Collect and analyze information on the foreign/regional relations of South Africa/ Eswatini/ Lesotho. Prepare reports thereon.
- Attend political events, such as meetings, seminars and conferences, and giving feedback to the relevant diplomats.
- Perform any other tasks assigned by the line manager.

【Qualifications and Experiences】

A Bachelor's degree in Politics, International Relations (or equivalent) and **5 years of experience** in the same field. Or, a Master's degree in Politics, International Relations (or equivalent) and **3 years of experience** in the same field.

【Competences】

- Excellent English skills (writing /speaking) .
- Good experience with speech writing and formal document drafting/editing.
- Excellent research, analysis and presentation skills.
- Experience of Japan, and Japanese language skills, would also be preferable.
- Strong cooperation communications skill.
- Computer skills (MS Word, Excel, Outlook and PowerPoint).
- Time management and working under pressure.
- Sound understanding of the South African and SADC political environment.
- Sound understanding of the defence sector.
- Facility with reading legislation preferred.
- Helping build networks with governments of South Africa / Eswatini/ Lesotho and other organizations.

How to Apply:

Interested candidates should submit a CV (as detailed as possible) and covering letter explaining how you are able to meet the requirements for the position, along with your current salary, daytime telephone number and email address by **Thursday, February 10, 2022 to political@pr.mofa.go.jp**

*Only shortlisted candidates will be contacted for further interview and examination.

* Please note that submitted documents will NOT be returned.

Important Notice:

- All applicants must be of South African citizenship.
- All applicants must be a resident of Pretoria.
- Commuting to the Embassy must be done by him/herself, with their own transportation means.

Notes:

- The Embassy will draw up a shortlist on the basis of the application documents. Applicants on the shortlist will be invited to an interview and examination (date to be announced).
- The successful applicant shall serve a probation period of three (3) months immediately after the date of the start of the employment. The Embassy may extend the probation period.
- It is the Embassy's policy that we do not give any kind of feedback of the interviews.

All inquiries regarding this job vacancy must be made by email.

For inquiries contact: vanity.motau@pr.mofa.go.jp

Political Section

Embassy of Japan in South Africa