

Vacancy announcement for a local staff at the Office of Consul of Japan in Cape Town

Position: Driver

Working hours: Monday to Friday, 08:30am – 04:30pm (Lunch hour: 12:45pm – 13:45pm) with the possibility of overtime work.

Location: Office of Consul of Japan, Cape Town

Employment Type: Permanent

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

Application Deadline: 27 July 2022

Interviews: 1st ~ 5th August 2022

Expected starting Date: 10 September 2022

Job Details:

The Office of Consul of Japan seeks a highly qualified individual to act as a driver. You will be required to support Japanese Diplomats posted in South Africa, Cape Town, as well as working within a team of locally employed staff to support the wider functions of the Consulate.

DESCRIPTION

[Job Description]

- Driving official vehicles
- Maintenance of official vehicles.
- Assist in transporting beverages, stationery, visitor refreshments, cleaning equipment and official supplies.
- Assisting with Official Functions and Events as required.
- Acting for local staff when they are on leave.
- Other additional duties as required by the Diplomats.

[Qualifications and Experiences]

- Must possess a valid driving license.
- Must have extensive years of driving experience (About at least 10 years).
- Must be in good physical and mental health that does not affect driving (you may be required to provide the results of an eye test within the last year).

[Competences]

- Excellent English language skills (written/speaking).
(Japanese language skills a plus).
- Vehicle management skills.
- Strong negotiation skills.

- Good time management skills.
- Computer skills (Microsoft office software) is appreciated.

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 Wednesday **27 July 2022** to enquiries@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 or have permanent resident status in South Africa.
- All applicants must be a resident of Cape Town.
- Commuting to the Consulate must be done by him/herself, with their own transportation means.

Notes:

- The Consulate 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 Consulate may extend the probation period.
- Consulate will **NOT** give any kind of feedback of the interviews.

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

For inquiries contact: enquiries@pr.mofa.go.jp

Administration Section

Office of Consul of Japan in Cape Town