

## **Vacancy announcement for a local staff post at the Embassy of Japan**

**Recruitment number : 2**

**Position:** (1) One local staff, Consular Section Administration Assistant  
(2) One local staff, Consular & Security Section Administration Assistant

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

**Location:** Embassy of Japan, Groenkloof, Pretoria

**Employment Type:** Permanent

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

**Application Deadline: 17:00 9 June 2023**

**Interviews:** One day between 23 – 30 June 2023 (panel interview + written assessment)

**Start Date:** Early August 2023

### **DESCRIPTION**

#### **【Job Description】**

- Assistance at Consular Section (passports, certificates, visas, etc.): handling all internal and external enquiries, and other consular-related assistance
- Assistance at Security Section : Gathering information on incidents, accidents, and security situations, and other security-related assistance

#### **【Competences】**

Applicants must:

##### **Position(1)**

- have high level language skills in English and Japanese level JLPT N2 or higher to be able to respond to enquiries at the consular counter, by telephone, and by e-mail;

##### **Position(2)**

- have high level language skills in English and preferably Japanese to be able to respond to enquiries at the counter, by telephone, and by e-mail;

Common to Position (1) and (2)

Applicants must:

- be able to work overtime on very short notice should an emergency take place;
- have a valid driver's licence and own reliable vehicle (essential as public transport is not always available after hours);
- basic computer skills (especially Microsoft Word, Excel, Outlook and PowerPoint);
- a valid work permit for South Africa, for non-South African citizens – this will be checked for successful applicants;
- be in general good health to cope with high pressure workloads;

**How to Apply:**

Interested candidates should submit a CV (as detailed as possible) and **a CV SUMMARY using exclusively the format to be downloaded from the Embassy's website as below**, along with your current salary, daytime telephone number and email address by 9 June 2023 to **consul-recruitment@pr.mofa.go.jp**

\*Please state "Application for Local Staff of Consular and Security Section " in the subject line.

\*The CV SUMMARY format template must be downloaded from the following URL:

<https://www.za.emb-japan.go.jp/files/CV%20SUMMARY.docx>

\* Please note that submitted documents will NOT be returned.

**\*Only shortlisted candidates will be contacted for further examination and interview. If you have not been contacted, please consider your application to be unsuccessful.**

**Notes:**

- All applicants must be a resident of Pretoria within 25kms of Embassy of Japan.
- Commuting to and from the Embassy is the sole responsibility of the employee.
- 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 academic 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 not to give any kind of feedback of the interviews.

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

For enquiries contact: **consul-recruitment@pr.mofa.go.jp**

Consular and Security Section  
Embassy of Japan in South Africa