



Vacancy at the Office of Consul of Japan in Cape Town

The Office of Consul of Japan in Cape Town is looking for a

Administrative and Consular Assistant

Number of the Recruitment Post: 1

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

Location: Office of Consul of Japan in 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: 17:00 14 January 2025

Interviews: **After** middle of January 2025 (interview, possible written assessment)

Start Date: Early February 2025

DESCRIPTION

<Experience in Japan is strong advantage. If you are a MEXT Scholarship recipient or JET Alumni, we encourage you to consider this position.>

<Job Description>

- **Assistance for the administrative and consular operation:** Support for Japanese diplomats in all types of the duties in the Office, including, secretarial duties, VISAs, etc.

<Competences>

Applicants must:

- Applicants must be a resident who can commute to the Office of Consul of Japan. Commuting to and from the Office is the sole responsibility of the employee.
- have high level language skills in English and Japanese level JLPT N2 or higher to be able to conduct duties in/outside the Office, by telephone, and by e-mail.
- be able to work overtime (with payment), including weekend, on very short notice should an emergency take place.
- Strong IT skills (particularly Microsoft Word, Excel, Outlook and PowerPoint).
- valid work permit in South Africa is required, (for non-South African citizens – this will be checked for successful applicants). The Office does not support the permit.
- 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 current salary, daytime telephone number and email address by 14 January 2025 to

human-resource@pr.mofa.go.jp

*Please state "Application for Local Staff of Cape Town " in the subject line.

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

([https://www.za.emb-japan.go.jp/en/whatsNew/CV SUMMARY for Cape Town.docx](https://www.za.emb-japan.go.jp/en/whatsNew/CV%20SUMMARY%20for%20Cape%20Town.docx))

* Submitted documents will be treated with caution as personal information and 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.**

<Note>

- The successful applicant shall serve a probation period of one (1) month immediately after the date of the start of the employment. The Office may extend the probation period.
- It is the Office's policy not to give any kind of feedback of the interviews.
- All enquiries regarding this job vacancy **MUST** be made by email (human-resource@pr.mofa.go.jp). Enquiries by telephone will NOT be accepted.