

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

1. Number of vacant posts: 2

2. Position: Two local staff members, Assistant for Administration Section

3. Terms and Conditions

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

② **Location:** Embassy of Japan, Groenkloof, Pretoria

③ **Employment Type:** Permanent

Salary: To be determined by the Embassy of Japan based on candidate's educational background, qualifications and experience

4. Application Deadline: 17:00, 12 February 2025

*Applications submitted after the deadline will not be reviewed.

5. **Interview:** One day between 10 – 14 March 2025 (panel interview + written assessment)

6. **Expected Start Date of employment:** Mid-April 2025

7. Job Description:

- ① Assistance in accounting
- ② Housing/accommodation-related support for diplomats/visitors, including relations with real estate agents and hotels.
- ③ Assistance for work in the Administrative Section and other work of the Embassy

*The main work for one post is expected to be assistance in accounting, and the main work for the other post is expected to be housing/accommodation-related support for diplomats/visitors (in addition to other work of the Embassy).

8. Qualifications/competences

Applicants must:

- ① have high level language skills in English to be able to respond to enquiries by telephone and by e-mail,
- ② have basic computer skills (especially Microsoft Word, Excel, Outlook and PowerPoint),
- ③ have basic computational skills,
- ④ be in general good health.
- ⑤ be able to work continuously over a long period of time.

*Non-South African nationals must have a visa and work permit to work in South Africa.

- ⑥ be a resident of Pretoria within 25 km from the Embassy of Japan.
- ⑦ be able to work overtime on very short notice should an emergency takes place.

If you have experience in the following fields, please describe the work in which you were involved in your resume.

- ① Accounting
- ② Housing/accommodation-related work, including relations with real estate agents and hotels.

9. How to Apply:

Interested candidates should submit the following information before the application deadline (17:00, 12 February 2025) to admin-recruitment@pr.mofa.go.jp

- ① Your CV (as detailed as possible)
- ② **Your CV SUMMARY using exclusively the format to be downloaded from the Embassy's website as below**
- ③ Your current salary
- ④ Your daytime telephone number
- ⑤ Your email address
- ⑥ Reference persons for your current and previous employment (name, title, organization, daytime telephone number)

*Please state "Application for Local Staff of Administration Section " in the subject line.

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

- The Embassy might conduct a reference check with current and previous employers for those candidates with previous working experience.
- Commuting to and from the Embassy is the responsibility of the employee.
- The Embassy will make a shortlist on the basis of the application documents. Applicants on the shortlist will be invited to an interview and a written assessment (date to be announced). (Please note that those not selected as candidates will not be contacted.)
- The successful applicant shall serve a probation period of three (3) months immediately after the start date of employment.
- The Embassy will not provide any feedback on the selection process.

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

For enquiries, contact: admin-recruitment@pr.mofa.go.jp

Administration Section
Embassy of Japan in South Africa