

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

### **1. Number of vacant posts: 1**

### **2. Position: One local staff member, Assistant for Consular 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, 28 February 2025**

\*Applications submitted after the deadline will not be reviewed.

5. **Interview:** One day between 17 – 19 March 2025 (panel interview + written assessment)

6. **Expected Date of Employment:** From mid- April 2025

### **7. Job Description:**

Assistance at Consular Section (passports, certificates, visas, etc.): handling all internal and external enquiries, and other consular-related assistance.

### **8. Qualifications/competences**

Applicants must:

- ① have high level language skills in English to respond to enquiries at the consular counter, by telephone, and by e-mail; (Language skill in Japanese at JLPT N2 or above will be a plus but not mandatory);
- ② be able to work overtime on very short notice should an emergency take place;
- ③ have a valid driver's licence and own reliable vehicle ;
- ④ have basic computer skills (especially Microsoft Word, Excel, Outlook and PowerPoint);
- ⑤ be able to work in a long term (Valid work permit for South Africa is required for non-South African citizens – this will be checked for successful applicants);
- ⑥ be in general good health
- ⑦ be a resident

### **9. How to Apply:**

Interested candidates should submit the following information before the application deadline (17:00, 28 February 2025) to **[consul@pr.mofa.go.jp](mailto:consul@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 Consular 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:**

- All applicants must be a resident of Pretoria within 25kms of the Embassy of Japan.
- Commuting to and from the Embassy is the responsibility of the employee.
- The Embassy might conduct a reference check with current and previous employers for those candidates with previous working experience.
- 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 Embassy will not provide any feedback on the selection process.

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

For enquiries, contact: **[consul@pr.mofa.go.jp](mailto:consul@pr.mofa.go.jp)**

Consular Section

Embassy of Japan in South Africa