

## **Vacancy Announcement for a Driver's post at the Embassy of Japan**

1. Number of vacant posts: 1
2. Position: Driver
3. Terms and Conditions
  - i. Working Hours: 8:30 to 16:30(lunch hour: 12:45~13:45), Monday to Friday expect for designated Embassy holidays. Overtime in early in the morning, late in the evening, weekends or public holidays expected.
  - ii. Location: Embassy of Japan, Groenkloof, Pretoria
  - iii. Employment Type: Permanent
  - iv. Salary: To be determined by the embassy of Japan based on the candidate's qualification and experience.
4. Application Deadline: 17:00, 3 March 2025  
\*Applications submitted after the deadline will not be reviewed.
5. Interview: One day between 17~19 March 2025 (panel interview + driving test + written assessment)
6. Expected Start Date of employment: End of April 2025
7. Responsibilities:

Driving an official vehicle for the Embassy within and outside Pretoria area as well as delivering, picking up, loading and unloading documents and goods. Daily maintenance of official vehicles, including keeping the vehicle's exterior and interior in a good condition.
8. Qualification and Requirement:

Applicants must

  - i. Hold a valid South African Light Motor and Heavy Motor Vehicles driver's license,
  - ii. Have at least Five (5) years of experience as a professional driver,
  - iii. Have a good command of English,
  - iv. Have obtained a National Senior Certificate and/or other certificates.
  - v. Be a South African citizen or have a visa and a work permit to work in South Africa,
  - vi. Have no criminal record,
  - vii. Be a resident of Pretoria within 25km from the Embassy of Japan,
  - viii. Be able to work overtime on very short notice should an emergency takes place,
  - ix. Be able to work on weekends and holidays on very short notice when necessary.

9. How to Apply:

Interested applicants should submit the following information before the application deadline(17:00, 3 March 2025) to [admin-recruitment@pr.mofa.go.jp](mailto:admin-recruitment@pr.mofa.go.jp).

- i. Your CV (as detailed as possible )
- ii. **Your CV SUMMARY using exclusively the format to be downloaded from the Embassy's website as below**
- iii. Copy of your valid driver's license
- iv. Your daytime telephone number,
- v. Your email address
- vi. Reference persons for your current and previous employment (name, title, organization, daytime telephone number, email address)

\*Please state "Application for Driver" 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 your 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, driving test 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.

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For enquiries, contact: [admin-recruitment@pr.mofa.go.jp](mailto:admin-recruitment@pr.mofa.go.jp)

Administration Section

Embassy of Japan in South Africa