

Vacancy announcement for a local staff at the Embassy of Japan

1. Number of vacant posts: 1

2. Position: Economic Researcher/Clerk for Economic and Development Section

3. Terms and Conditions

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

(2) Location: Embassy of Japan, Groenkloof, Pretoria, South Africa

(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, 13 June 2025

* Applications submitted after the deadline will not be reviewed.

5. Interview and Written Examination: Middle of June, 2025

6. Expected Date of Employment: Middle of July 2025

* Specific date will be discussed with the candidate.

7. Job Expectations:

The Embassy of Japan seeks a highly qualified person who can perform as a Researcher/ Clerk to the Economic and Development Section. You will be required to support Japanese diplomats posted in South Africa, Pretoria, by conducting research, preparing reports, and advising diplomats on economic/trade/investment/development issues. You will also work within a team of locally employed staff to support the wider functions of the Embassy.

Main Areas of Work

- Monitor and analyze economic situation and policy of South Africa, Eswatini and Lesotho, including development plans, tax policy, investment policies, foreign and national investments, and macroeconomy and prepare daily, weekly and periodic reports.

- Collect and analyze data related to bilateral relations in trade/investment between Japan and South Africa/ Eswatini/ Lesotho. Study and analyze trade and investment opportunities between Japan and South Africa/Eswatini/Lesotho and national key companies and submit the reports thereon. Make recommendations that contribute to improving and developing the relations.

- Monitor and analyze international economic relations and regional and international economic frameworks that affect South Africa/Eswatini/Lesotho, and prepare reports thereon.

- Contribute to organizing, participating and attending economic events, such as meetings, seminars and conferences and provide feedback to the relevant diplomats.

- Develop and update effective database on domestic economy and economy influencers in South Africa/Eswatini/Lesotho.

- Perform other tasks assigned by the Embassy.

【Qualifications and Experiences】

A Bachelor's degree in Economics, International Relations or other related fields and more than 3 years of work experience in these fields. Experiences in government organisations, diplomatic missions and international organizations will be an advantage.

【Competencies】

- Excellent English skills (writing/speaking).
- Good experience with speech writing and formal document drafting/editing.
- Excellent research, analysis and presentation skills.
- Strong cooperation and communication skills to work in a team.
- Computer skills (MS Word, Excel, Outlook and PowerPoint).
- Time management and working under pressure.
- Fundamental understanding of economics and SA-Japan political and business environment.
- Helping build networks with government organisations of South Africa/ Eswatini/ Lesotho and other national and international organisations.
- Team work.
- Experience related to Japan and Japanese language skills are preferred, but not required.

8. How to Apply:

Interested candidates should submit the following information before the application deadline (17:00, 13 June 2025) to **economic@pr.mofa.go.jp**.

- (1) Your CV (as detailed possible)
- (2) **Your CV SUMMARY using exclusively the format to be downloaded from the Embassy's website as below**
- (3) Your cover letter explaining how you are able to meet the requirements for the position
- (4) Your current salary
- (5) Your daytime telephone number
- (6) Your email address
- (7) Reference persons for your current and previous employment (name, title, organisation, daytime telephone number)

* Please state "Application for Economic Researcher/Clerk"

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

[https://www.za.emb-japan.go.jp/files/CV%20SUMMARY\(admin%202024\).docx](https://www.za.emb-japan.go.jp/files/CV%20SUMMARY(admin%202024).docx)

* Please note that submitted documents will NOT be returned.

* **Only shortlisted candidates will be contacted for a written examination.** In the examination, you will be asked to write and submit a short analytical paper on a specific topic that the Embassy of Japan will give to you. Only those candidates who pass the examination will be contacted for a final interview which will take place around middle of June. **If you have not been contacted, please consider your application to be unsuccessful.**

Notes:

- All applicants must be in possession of a South African ID or Work Permit.
- 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 please contact:
kone.mukwevho@pr.mofa.go.jp

Economic and Development Section
Embassy of Japan in South Africa