

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

1. Number of vacant posts: 1

2. Position: One local staff, Administrative Clerk for Information and Culture Centre

3. Terms and Conditions

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

Location: Embassy of Japan, Groenkloof, Pretoria

Employment Type: Permanent

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

4. Application Deadline: 17:00, 11 July 2025

5. Interview and Written Examination: End of July 2025

6. Expected Date of Employment: On or around 25 August 2025

7. Expectations

The Embassy of Japan seeks a qualified person who can serve as an administrative clerk at the Information and Culture Centre at the embassy, who has a passion for bridging Japan and South Africa by organising and supporting cultural events and public diplomacy activities.

8. Job Description includes, but is not limited to:

- Data capture of various documents and information.
- Send and reply to emails. Answer phone enquiries.
- Keep contact lists up to date.
- Arrange appointments, vehicles etc.
- Research and reporting.
- Manage the Cultural Centre.
- Serve at cultural and embassy events.
- Perform other tasks assigned by the Embassy.

9. Qualifications/competences

- hold a bachelor's degree;
- have excellent communication skills, particularly in English, and preferably Japanese too, to be able to respond to enquiries at the counter, by telephone, and by e-mail;
- computer competent (especially in Microsoft Word, Excel, and Outlook);
- be able to work overtime on short notice;
- have a valid driver's licence and own reliable vehicle (essential as public transport is not always available after hours);
- a valid work permit for South Africa, for non-South African citizens—this will be checked for successful applicants;
- experience in public relations, media relations, and Japan-related tasks would be an advantage.

10. How to Apply:

Interested candidates should submit the following information before the application deadline (17:00, 11 July 2025) to info@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, organisation, daytime telephone number)

* Please state "Application for Local Staff Position – Information and Cultural Section" in the subject line.

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

<https://www.za.emb-japan.go.jp/files/CV%20SUMMARY.docx>

* Please note that submitted documents will NOT be returned.

***Only shortlisted candidates will be contacted for an interview and examination. If you have not been contacted, please consider your application to be unsuccessful.**

Notes:

- The embassy will conduct a reference check with current and previous employers for those candidates with previous working experience.
- All applicants must reside within 25km of the Embassy of Japan in Pretoria.
- Commuting to and from the embassy is the sole responsibility of the employee.
- The embassy will draw up a shortlist on the basis of the application documents. Shortlisted applicants will be invited to an interview (date to be announced).
- The successful applicant shall serve a probation period of three (3) months immediately after the date of the start of the employment. The embassy may extend the probation period.
- Please note that the embassy does not provide any feedback regarding the screening of application documents, the written examination, or interviews.

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

For enquiries contact: info@pr.mofa.go.jp

Information and Cultural Section
Embassy of Japan in South Africa