

Contract commission on Grant Assistance for Grassroots Human Security Projects (GGP) at the Embassy of Japan

1. Number of vacant posts: 1

2. Position: Commissioned Contractor

3. Terms and Conditions

- (1) Working Hours: Flexible
- (2) Location: Embassy of Japan, Groenkloof, Pretoria, South Africa
- (3) Employment Type: 1 year contract, subject to renewal up to 3 years in total
- (4) Commission: Determined upon the regulation of the Embassy of Japan based on educational background and experience

4. Application Deadline: 17h00, 20th October 2025

* Applications submitted after the deadline will not be reviewed.

5. Interviews: 30 October – 31 October, 2025 (panel interview at the Embassy of Japan to only selected candidates)

6. Expected Date of Contract: Early December 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 commissioned contractor for the GGP scheme. You will be required to support Japanese diplomats posted in South Africa, Pretoria, as well as working within a team of locally employed staff to support the implementation of GGP.

【Main Areas of Work】

General tasks

- (1) Receiving applications and manage data related to applications
- (2) Technically reviewing applications
- (3) Facilitating the implementation of ongoing projects
- (4) Monitoring past and ongoing projects
- (5) Contacting and consult with GGP applicants and implementing organizations
- (6) Preparing reports

Specific project-based tasks

- (1) Conducting preliminary field surveys,
- (2) Conducting monitoring surveys in the field monitor the projects(e.g. progress monitoring, mid-term monitoring and confirmation of completion of the projects),
- (3) Conducting follow-up surveys in the field on the completed projects,
- (4) Assisting organizing the ceremonies (e.g. signing ceremonies for grant contracts, inauguration ceremonies, etc.), and

- (5) Collecting other information related to the GGP.

【Qualifications and Experiences】

A Bachelor's degree in Economics, International Relations (or equivalent) and 2 years of experience in the same field.

【Competencies】

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

8. How to Apply:

Interested candidates should submit the following information before the application deadline (17:00, 20 October 2025) to economic@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 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)

*The CV summary format template must be found at the end of this announcement:

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

* Please note that submitted documents will NOT be returned.

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

CV SUMMARY SHEET

1. NAME AND SURNAME:

2. EDUCATION:

1) SECONDARY SCHOOL(S) (GRADES 8 TO 12): NAME, LOCATION AND GRADUATION YEAR

2) HIGHER EDUCATION (IF APPLICABLE): NAME, LOCATION AND GRADUATION YEAR
*PLEASE SPECIFY QUALIFICATION AND IF IT IS COMPLETED.

3. DISTANCE BETWEEN YOUR CURRENT RESIDENCE AND THE EMBASSY IN KILOMETERS

*THE ADDRESS OF THE EMBASSY IS 259 Baines St, Cnr Frans Oerder St,
Groenkloof, Pretoria 0181.

4. DO YOU HAVE A VALID DRIVER'S LICENCE AND OWN RELIABLE TRANSPORT?
(COPY OF DRIVER'S LICENCE REQUIRED WITH CV)

5. E- MAIL ADDRESS/DAYTIME TELEPHONE NUMBER, AND CURRENT GROSS MONTHLY SALARY

6. YOUR MOST RELEVANT PROFESSIONAL EXPERIENCE AND ABILITIES/REASONS FOR YOUR APPLICATION TO THIS POSITION * PLEASE PROVIDE CONTACT INFORMATION OF THE PRESENT AND PREVIOUS EMPLOYERS FOR REFERENCE CHECK