

Vacancy at the Office of Consul of Japan in Cape Town

The Office of Consul of Japan in Cape Town is looking for a

Secretary and Cultural Assistant

Number of the Recruitment Post: 1

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

Location: Office of Consul of Japan in Cape Town

Employment Type: Permanent

Salary: Determined upon the regulation of the Embassy of Japan based on candidate's educational background, qualification and experience

Application Deadline: 17:00 25 February 2026

Interviews: **After** Late February 2026 (interview, possible written assessment)

Start Date: **Position available immediately.**

DESCRIPTION

<Job Description>

- **Provide secretarial support to Japanese diplomats, including scheduling, correspondence, and general administrative assistance.**
- **Assist with the planning and implementation of public relations and cultural events organized by the Office of Consul of Japan.**

Competences/Applicant must:

- Be a resident who can commute to the Office of Consul of Japan. Commuting to and from the Office is the sole responsibility of the employee.
- Possess a high level of proficiency in English, sufficient to perform professional duties inside and outside the Office, including communication by telephone and email.
- Strong IT skills (particularly Microsoft Word, Excel, Outlook, and PowerPoint).
- Experience in Japan is a strong advantage for this position. In particular, MEXT Scholarship recipients or JET Programme alumni are encouraged to apply, and Japanese language ability is considered a strong asset. Be able to work overtime (with payment), including weekend, on very short notice should an emergency take place.
- A valid work permit in South Africa is required, (for non-South African citizens – this will be checked for successful applicants). The Office does not support a working permit.
- Be in general good health to cope with high pressure workloads.

<How to Apply>

Interested candidates should submit a CV (as detailed as possible) and a **CV SUMMARY using only the format to be downloaded from the Embassy's website as below**, along with current salary, daytime telephone number and email address by 25 February 2026 to

human-resource@pr.mofa.go.jp

*Please state "Application for Local Staff of Cape Town " in the subject line.

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

<https://www.za.emb-japan.go.jp/en/whatsNew/2026 CV SUMMARY for Cape Town.docx>

* Submitted documents will be treated with caution as personal information and 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.**

<Note>

- The successful applicant shall serve a probation period of three (3) month immediately after the date of the start of the employment. The Office may extend the probation period.
- It is the Office's policy not to give any kind of feedback of the interviews.
- All enquiries regarding this job vacancy **MUST** be made by email (human-resource@pr.mofa.go.jp). **Enquiries by telephone will NOT be accepted.**