

Vacancy Announcement for a Local Staff Position **at the Embassy of Japan**

Position: Assistant for Security

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

Location: Embassy of Japan, Pretoria.

Employment Type: Permanent.

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

Application Deadline: Wednesday, 27 May, 2026

*Only shortlisted candidates will be contacted within 14 days of this advert for further interview.

Expected Starting Date of Employment: middle of July, 2026

*Specific date will be discussed with a candidate.

Job Details:

The Embassy of Japan seeks a highly qualified person who can perform the duties of an Assistant to the Security Section. You will be required to support Japanese Diplomats posted in Pretoria, South Africa, as well as working within a team of locally-employed staff to support the wider functions of the Embassy.

DESCRIPTION

【Job Description】

- Assistance to, and advising of, the Police Attaché/Head of Security in respect of relevant operational and administrative security-related affairs.
- Identifying prevalent security threats including terrorism, civil unrest (planned and actual), armed conflict, organized and violent crime, and political violence.
- Establishing security protocols and policies, as well as designing security plans to protect the Embassy and Diplomats at the Embassy and residential premises.
- Researching the latest security standards.
- Implementing security measures as required.
- Liaison with the contracted security companies (alarm and armed response, protection as well as guarding) regarding administrative, contractual and operational affairs.
- Liaison with the South African Police Service, Royal Eswatini Police Service, Lesotho Mounted Police, other Government Departments, Intelligence Agencies, Embassies and High Commissions on relevant affairs.
- Co-ordination of the security of high profile visitors.
- The Co-ordination of criminal investigations in which Japanese nationals are involved.
- Research of ongoing crime trends as well as South African criminal law.
- Writing of reports and security-related presentations.
- Representing the Embassy on various forums.
- Conducting of security evaluations at staff homes.

【Qualifications and Experience】

- Diploma in Police Administration or relevant qualification (certified copies required in CV).

- South African Police Service background essential, preferably at commissioned officer's level

【Competences】

- Excellent English skills (writing/speaking).
- Experience with drafting reports and formal documents.
- Excellent research, analysis and presentation skills.
- Strong liaison and communication skills.
- Computer skills (MS Word, Excel, Outlook and PowerPoint).
- Time management and ability to work under pressure.
- Sound understanding of the South African/Eswatini/Lesotho criminal law environment.
- Sound understanding of the security sector.
- Ability to build networks with governments of South Africa/Eswatini/Lesotho and other organizations in the relevant fields.
- Knowledge of Japan, and/or Japanese language skills, preferred.

Requirements:

- All applicants must be of South African citizenship.
- All applicants must currently be a resident in an area within 25km from the Embassy and have their own vehicle.
- Commuting to and from the Embassy is the sole responsibility of the employee, even after hours.
- Applicants must be in a position to travel at short notice.

How to Apply:

Interested applicants should submit their CV (as detailed as possible) and covering letter explaining how you are able to meet the above requirements for the position, along with your current salary, daytime telephone number and email address by **Wednesday, 27 May, 2026** to security-recruitment@pr.mofa.go.jp

Included with the CV, each applicant must provide certified copies of their Identity Document, Proof of Qualification/s, valid Passport and valid driver's license.

* 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 will draw up a shortlist on the basis of the application documents. Applicants on the shortlist will be contacted for further examination and interview.
- **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 or terminate the agreement of employment at the end of a probation period.
- It is the Embassy's policy that it does not give any kind of feedback of the interviews.

All inquiries regarding this job vacancy must be made only by email.

For inquiries contact: security-recruitment@pr.mofa.go.jp

Security Section
Embassy of Japan in South Africa