



Embassy of the Republic of South Africa

4111 Floor, Hanzomon First Bldg., 1-4, Kojimachi, Chiyoda-ku, Tokyo 102-0083 Japan

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## **Job Advertisement – Secretary**

The Embassy of the Republic of South Africa hereby advertises a post of a full-time Secretary. Please read the requirements carefully and submit the downloadable application form.

**The annual salary range is Yen 3 629 508 - Yen 4 505 356 excluding fringe benefits.**

### **Fringe Benefits**

- Annual Bonus equivalent to one month's salary
- Social Insurance (Pension & Medical) as stipulated by the Japanese Labour Law
- Labour Insurance (Accident & Unemployment) as stipulated by Japanese Law
- Commuting allowance (maximum ¥40 000)

### **Qualifications**

- Higher Education 12 years schooling
- A relevant three (3) year post school qualification
- Plus 3 years' experience in a related field of work
- Project Management (added Advantage)
- Japanese Residency is a prerequisite
- Police clearance required if shortlisted for an interview

### **Job Competencies**

- Bi- or Trilingual (with excellent command of English & Japanese, both spoken & written)
- Ability to translate documents
- Telephone etiquette
- Excellent communication skills and maintaining confidence
- Knowledge of correspondence procedures
- Ability to engage with the public and manage cultural diversity
- General understanding of the operations of the Mission
- Knowledge of basic filing systems and references
- Excellent computer literacy (Microsoft application)
- Managing stationery and consumables
- Experience with administrative and clerical procedures
- Basic accounting skills
- Consistent, professional dress and mannerisms

**Secretary Responsibilities:**

- Provide secretarial services to the Minister Plenipotentiary.
- Assist in planning, organising and coordinating events within the Mission
- Assist with the logistics for Conferences, Summits etc.
- Welcoming and ushering of guests during meetings
- Performing Secretarial Duties
- Assist with all administrative and clerical functions including photocopying, faxing and taking notes as required
- Answering phones in a professional manner, screening and routing calls as necessary.
- Performing ad-hoc duties in line with the Mission's operational requirements when requested to do so
- Provide excellent customer service in line with the principle of Ubuntu (giving out information and ideas in a courteous, clear and concise manner)
- Scheduling appointments as required and maintaining visitor's register
- Types official documentation
- Ensures accuracy in Japanese proof-reading

**Closing date: Friday, 13 June 2025 at 12:00 pm**  
**Interview anticipated for 19 June 2025**

Applicants can e-mail completed application form, CV and certified relevant documents emailed to:

Mr Thabo Sedibana  
Third Secretary Administration  
E-mail: [sedibanat@dirco.gov.za](mailto:sedibanat@dirco.gov.za)

**CC:** Ms M Sugai  
E-mail address: [sugaim@dirco.gov.za](mailto:sugaim@dirco.gov.za)

**Only short-listed candidates will be contacted for an interview at the South African Embassy in Tokyo, Japan.**