



Embassy of the Republic of South Africa

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

Job Advertisement – Driver/Messenger

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

The annual salary range is Yen 2,888,678 - Yen 3,430,216 excluding fringe benefits.

1. Requirements

A minimum of 10 years schooling is required plus 2 years' experience as a Driver with a good knowledge of defensive driving techniques. Possession of a valid local driver's license

2. Duties

- Provide driver/chauffeur services to the Administration Section
- Update log sheet in accordance with regulations
- Collecting and distributing mail, messages, processing of outgoing mail and courier items for the Mission.
- Receive, transmit, and deliver facsimiles in a timely manner for the Mission
- Scrutinize packages and mail for suspicious objects or contents in line with organisational guidelines for the Mission
- Demonstrate knowledge of organisations, agencies and mail recipient protocols associated with international mail clearance.
- Shredding of en-clair documents for the Mission,
- Ensure that the Mission has adequate stationery for day-to-day operations, issuing stationery, informing management of shortages, and keeping the stationery register up-to-date daily
- Ordering and maintaining office supplies and placing orders for new equipment for designated work locations.
- Management of the Wine Register
- Ensure that the Mission has adequate cleaning detergents and other consumables on a day-to-day basis, facilitating the issuing of consumables, informing the management of shortages, and keeping the consumables register up to date
- Maintain the register for all books at the meeting rooms
- Assist with photocopy, bind, and document presentation preparation
- Replace toner and ink cartridges for the Mission
- Monitoring equipment servicing routine for the Mission
- Receive and deliver diplomatic freight bags
- Assist in opening and closing of freight bags
- Assist with diplomatic clearance of freight bags
- Raise the South African flag every working day and lower it every night before end of work

4. Additional requirements

- Meeting authorized passengers and/or driving them as directed by Corporate Service Manager (Transport Officer)
- Collecting authorized passengers from the airport and returning them after visits by Corporate Service Manager.
- Driving of Mission personnel on request and other authorized, as per approval of Corporate Service Manager.
- Keeping official vehicle clean and tidy through normal washing and polishing.
- Servicing official vehicle with fuel, lubricants, coolants and battery electrolyte/water
- Reporting to the Administrative Officer (Local) any defects or repairs required in order to keep the official vehicle in proper road condition and by ensuring the repairs are carried out.
- Maintaining log and vehicle records as well as coupon register.
- Parking the official vehicles in allocated parking areas before the closure of the office daily

3. Competencies

- Plan ahead in respect of the best possible routes to take
- Good written and verbal communication skills in Japanese and English
- Obey local traffic rules
- Good interpersonal skills
- Be presentable and conform with the Mission's dress code
- Sense of urgency
- Flexibility
- Computer literacy (software and hardware)
- Must be able to use smart phones and be good with technology
- Must be able to read maps
- Must be able to use vehicle navigation system
- Mechanically Inclined
- Load and unload heavy luggage and packages
- Attention to details
- Security awareness
- Respect traffic regulations
- Provide attentive customer service.

NB: Applying candidates must have Permanent Residency in Japan. The Mission will only respond to the shortlisted candidates for the interview and successful candidate after the interviews.

Interested individuals should submit the completed application form in English accompanied by a detailed CV as well as certified, translated copies of qualifications. Applications should be sent by post or hand delivered to the Embassy:

Attention: Ms M Sugai

**CC Ms Lizell O'Ehley
Corporate Service Manager**

Address:

Physical Address:

South African Embassy
4th Floor, Hanzomon 1st Building
Kojimachi, Chiyoda-ku
Tokyo, Japan

Postal Address:

Kojimachi, Chiyoda-ku
1-4 Tokyo
102-0083
Tokyo, Japan

E-mail: sugaim@dirco.gov.za and cc - o'ehleyl@dirco.gov.za

Enquiries phone number: (03) 3265-3366

Closing date for submission of application is 16 September 2025