EMBASSY OF THE REPUBLIC OF SOUTH AFRICA, JAPAN, TOKYO
4th Floor Hanzomon First Bldg., Chiyoda-ku, Tokyo 102-0283 Japan

ADVERTISEMENT FOR ADMINISTRATIVE SECRETARY POST:

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

Requirements:

- A minimum of 3 years' working experience in secretarial, financial or administration/Human Resources;
- A minimum of 12 years schooling and in possession of a relevant post-school qualification Diploma/ Certificate;
- Candidate must be proficient in English & computer literate;
- Japanese Residency is a prerequisite;
- Police clearance required if shortlisted for interview;
- Willing to work long hours/available at short notice to assist in an emergency, if need be;
- An understanding of Embassies' functions within the host country.

Duties and responsibilities:

- Calculations of all Locally Recruited Personnel (LRP) salaries, including overtime;
- Produce salary slips, incorporating details such as index salary, withheld rate, and updated leave balance, distributed on payday;
- Submit annual reports to Pension Bureau to facilitate the updating of Index Salary records.
- Ensure accurate calculations of breakdown between the different departments;
- Calculate the budget based on updated insurance rates, staff numbers, and notch progression;
- Provide quarterly administrative reports regarding leave and service bonus;
- Attend to office administration and Human Resources matters;
- Provide updates on appointments and terminations of staff members as and when required;
- Capture all leave forms in the monthly register and reflect leave credits on the payslips;
- Prepare and submit letters to the Ministry of Foreign Affairs (MOFA) and to the Police Department to request issuance of a Certificate of Non-Criminal of the hired LRP;
- Register new appointments with the Pension Bureau and the Labour Insurances Bureau;
- Process Embassy ID and Medical insurance cards;
- Prepare the KANGI request form accurately and submit it with a Waybill and Item information list;
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- Liaison with MOFA;
- Administrative Assistance: Create reception roster for Reception and Lunch Time Duty;

- Support Consular Section: liaison between the Consular Section and MOFA;
- Gather venue quotation for events, making travel and accommodation arrangements;
- Assist with annual Medical Tariff research;

Competency:

- Attention to detail and problem-solving skills
- Basic Financial Management knowledge
- Communication skills, proficiency with excellent command of English and Japanese, both spoken and written
- Negotiation skills
- Good interpersonal skills
- Computer literacy (MS Office, etc.)
- A level of confidentiality
- Ability to engage with the public and manage cultural diversity
- Planning and organization
- Ability to learn and apply new knowledge and information

Salary Package:

Yen 3,629,508 per annum (Basic annual salary) excluding Fringe Benefits. The amount will be increased based on experience and qualifications to a maximum of Yen 4,330,186.

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 p.m.)

Note:

Applications should be accompanied by a resume (CV), and certified copies of educational qualifications**.** **Please indicate post name on the subject line**. Applications without these documents and without name of the post mentioned on the subject line of email will not be considered.

Closing date: 29 October 2026

No applications will be accepted after the closing date

All applications with CV, copies of the qualifications should be directed to the following:

Email: AquinoA@dirco.gov.za

CC: Ms M Fumo (Fumom@dirco.gov.za)