



Embassy of the Republic of South Africa

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

Job Advertisement - Consular Clerk Post

The Embassy of the Republic of South Africa hereby advertises a post of a full time Consular Clerk. Please read the requirements carefully and submit the downloadable application form (see link below) until 13 November 2020.

1. Requirements

A minimum of 12 years schooling is required, PLUS 3 years' experience in a related field of work with proficiency in computer. A tertiary qualification will be an added advantage.

2. Competencies

- Planning and organizational skills
- Good written and verbal communication skills in Japanese and English
- Good interpersonal skills
- Sense of urgency
- Flexibility
- Typing Skills and Computer literacy (software and hardware) MSOffice™ suite of programmes such as MS Word, MS Excel, use of Internet search
- Understanding the Department of International Relations and Cooperation / Home Affairs business, familiar with Rules and Regulations of Consular and Immigration Code

3. Duties

- Administration of applications for Immigration Services
- Provide administrative support to the section and attend to enquiries.
- Processing port of entry and transit visa applications
- Processing permanent residence (PR) applications
- Processing South African passport applications
- Processing South African identity document applications
- Processing South African unabridged birth, marriage and death certificate applications, and letter of non-impediment applications.
- Processing registration of birth, marriage, divorce and death of SA citizens abroad
- Processing applications for determination, retention, renunciation and exemption from loss of South African citizenship
- Processing applications for personal amendments and rectification.
- Maintaining a sequence list for all civic applications
- Filing of applications.

4. Additional requirements

- The successful candidate will be expected to sign employment contract and annual performance agreement, and be able to work outside normal working hours as and when required.
- Prior to assuming duty, a successful candidate will be required to undergo security clearances process.
- Candidates must be willing to be interviewed and tested on basic knowledge and skills.

The annual salary range is Yen 3,292,071 - Yen 6,310,866 excluding fringe benefits.

Interested individuals should submit the completed **[+I Application Form](#)** in English accompanied by a detailed CV as well as certified, translated copies of qualifications. Applications should be send by post or hand delivered to the Embassy for attention of Ms Ramukhesa

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

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Enquiries phone number: +81 70-1522-4192

Closing date for submission of application is 13 November 2020