



Embassy of the Republic of South Africa

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

Job Advertisement – Chauffeur to the Head of Mission

The Embassy of the Republic of South Africa hereby advertises a post of a full time Chauffeur for the Head of Mission. Please read the requirements carefully and submit the downloadable application form.

1. Requirements

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

2. Duties

- Provide chauffeur services to the Head of Mission
- Update log sheet in accordance with regulations
- Collecting and distributing mail, messages, processing of outgoing mail and Courier items for the Head of Mission and the Official Residence.
- Receive, transmit, and deliver facsimiles in a timely manner for the Head of Mission and the Official Residence.
- Scrutinize packages and mail for suspicious objects or contents in line with organizational guidelines for the Official Residence and Head of Mission
- Demonstrate knowledge of organizations, agencies and mail recipient protocols associated with international mail clearance.
- Shredding of en-clair documents for the Official Residence and the Head of Mission, as and when required by the Head of Mission and Official Residence.
- Ensure that the Official Residence has adequate stationery for day-to-day operation
- Ordering and maintaining office supplies and placing orders for new equipment for designated work locations.
- Assist with photocopy, bind, and document presentation preparation
- Replace toner and ink cartridges for the Official Residence and Office of the Head of Mission
- Monitoring equipment servicing routine for the Official Residence and Office of the Head of Mission
- Taking care of personal errands and requests from the Head of Mission and his/her family

4. Additional requirements

- Driving the Chargé d' Affaires in the absence of the Head of Mission to official appointments
- Meeting authorized passengers and/or driving them as directed by the Head of Mission
- Providing guide services to VIP visitors, pointing out and describing places of historical or current interest
- 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.
- 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
- Sense of urgency
- Flexibility
- Computer literacy (software and hardware)
- Must be able to use smart phones and be good in technology
- Must be able to read Maps
- Mechanically Inclined
- Load and unload heavy luggage and packages
- Attention to details
- Safety lifting of heavy packages
- Security awareness
- Respect traffic regulations
- Provide attentive customer service.

The annual salary range is Yen 2 620 116 - Yen 3 111 301 excluding fringe benefits.

Interested individuals should submit the completed 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

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. 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.

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: ramukhesabr@dirco.gov.za
 Enquiries phone number: +81 70-1522-4192

Closing date for submission of application is 09 April 2021