



Embassy of the Republic of South Africa

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

Job Advertisement – 1X Information Clerk

Starting date: 1 February 2023

Salary range:

- ¥3 292 071 - ¥4 404 259 per annum (based on experience and qualifications)

Fringe Benefits

- Annual Bonus equivalent to employee's one month 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 and interpret
- 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 operation 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 mannerism

Information Clerk Responsibilities:

- Assists with research and collection of data, scans newspapers, radio and television broadcasts and prepares synopsis for mission reports
- Circulates press clippings and articles, maintains and updates filing system of same
- Provides press reports to the Transferred Official, ensuring accuracy and to avoid omissions
- Assists in the compilation of and utilisation of the marketing budget
- Ensures accuracy in Japanese proof-reading
- Responds to enquiries for information on tourism, sports and culture, etc. from telephone, letter, email and walk-in enquirers
- Updates library with media articles and new publications, supervises the renewal of mission documents and audiovisual materials
- Circulates Government publications and Mission newsletters (documentation and audiovisual), assists in the production of ad hoc publications (booklets and backgrounders)
- Types official documentation
- Translates unclassified documents, newsletters, speeches, texts and correspondence
- Provides secretarial, administrative and logistical support to transferred officials, as required
- Maintains a database of contacts for circulation of information material
- Assist with arrangement of media campaigns, meetings and events and interprets when required
- Participates in tourism, cultural and other events. Accompanies visiting officials on visits
- Prepares information for briefing sessions
- Contacts local newspapers, television and radio stations to arrange publication of South African news reports and press releases

Closing date: 18 January 2023 at 12:00 pm

Applicants can email completed application form, CV and certified relevant documents emailed to:

Ms Bongekile Muntuzane Nkosi
Counsellor: Corporate and Consular Services
E-mail address: nkosib@dirco.gov.za

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