

Vacancy announcement for the Embassy of Japan in Windhoek

(Closing Date: 28 February 2023)

Title: Section Assistant (Economic and Development Cooperation)

Salary: Commensurate with qualification and experience

Working hours: 08:30 am - 17:15 pm (8-hour work), Monday - Friday

Location: Embassy of Japan, 78 Sam Nujoma Drive, Klein Windhoek, Namibia

Key Role:

Providing necessary assistance and advice to diplomats in order to ensure the Embassy to perform a wide range of its duties.

Responsibilities include but are not limited to:

Conducting research on the subject assigned, drafting, editing and filing of speeches, letters and other official correspondence, organizing the ceremony events and functions and other secretarial tasks necessary for diplomats to perform their duties including their schedule management.

Required Qualifications:

- A Namibian citizen
- National Diploma (or equivalent) in economy / development or related field
- Strong English language skills (Speaking / Reading / Writing)
- Strong organizational, administrative, and communication skills
- Ability to work accommodatingly and politely with all stakeholders
- Strong computer skills (Word, Excel, Outlook)
- Relevant work experience will be an advantage

To Apply:

Please forward a comprehensive CV together with a covering letter and a copy of proof of graduation of college, university or certificate of diploma to: joboffer.namibia@wh.mofa.go.jp

The deadline for submission is **28 February, 2023**.

ONLY shortlisted candidates will be contacted. No documentation will be returned.