

Vacancy announcement for the Embassy of Japan in Windhoek

(Closing Date: 26 July 2024)

Title: Receptionist, Assistant for Consular and Security Section, as well as official driver.

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:

- Assist visitors at the reception desk including answering the phone and e-mail
- Assist consular and security services including visa work
- Management of reception area

Required Qualifications:

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

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 **26 July, 2024.**

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