

Vacancy announcement for the Embassy of Japan in Windhoek

(Closing Date: 15 August 2025)

Title: Personal Assistant to the Ambassador

Salary: Commensurate with qualification and experience

Working hours: 08:30 am – 17:15 pm (7:45-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:

- Acting as personal assistant and secretary to the Ambassador, including managing telephone, email and postal correspondence, schedule management, etc.
- Providing secretarial support to the Deputy Head of Mission.
- Organising travel arrangements, meetings and events for the Ambassador and the Deputy Head of Mission
- Assisting and providing cover for the colleagues, with regard to duties such as Japanese information/cultural assignments, or daily news monitoring in Namibia.
- Administrative duties within the Embassy, including assistance at its events and official visits.

Required Qualifications:

- A Namibian citizen
- Bachelor's degree 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
- Basic Knowledge of political/economic/social/ systems of Namibia
- 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 **15 August, 2025.**

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