

JOB ADVERTISEMENT

The Embassy of Japan in Botswana has a vacancy for a Clerk who will be in charge of mainly economic affairs. Applicants are invited for the position as follows:

Qualifications

Minimum Degree in Economics, Development Studies or related field. (Advanced degree is preferable but not a must. It may be counted as a part of professional experience.)

At least 3 years of related work experience.

Employment Period

On contract basis for 2 year-fixed term with possibility of renewal, based on performance.

Age

Preferably maximum 35 years of age.

Requirement

Computer Literacy (Word, Excel etc.)

Excellent oral and written communication skills in English and Setswana.

High research capability

Effective time management skills

Responsibility and honesty, good interpersonal skills

Duties

Carrying out research and assisting in other work on Economic section related issues

Coordinating events and meetings for economic as well as cultural affairs

Performing any other duties as maybe assigned from time to time, including those related to other sections of the embassy.

Salary

The Embassy offers a salary in accordance with experience and qualifications.

Applicants should submit an application letter with CV, certified copies of qualifications (certificates) and two (2) references to by the **10 February, 2023**.

Email: information@gr.mofa.go.jp

Candidate must be able to begin working within 4 weeks or a reasonable period of time upon receipt of clearances from the Embassy.

Only shortlisted candidates will be contacted. For further details, contact Ms. Kanane Setlhodi or Ms. Vista Annelin at the Embassy of Japan at 3914456.