

JOB ADVERTISEMENT

The Embassy of Japan in Botswana has a vacancy for an Assistant who will be in charge of Ambassador-related affairs. Applicants are invited for the position as follows:

Qualifications

- Hold a bachelor's degree.
- Have a minimum of 5 years of experience in a similar position.

Requirements

- Have fair to good knowledge of diplomatic protocol.
- Have proficiency in Microsoft Office, Teams and other software.
- Have excellent oral and written communication skills in English.
- The applicant should be able to provide strategic support, ensuring smooth communication, be able to understand expectations and objectives whilst anticipating needs and challenges. Be proactive, responsive, and solution-oriented. Be able to prioritize tasks and meet deadlines with attention to detail, accuracy, and quality.
- Hold good organizational skills with a keen eye for detail as well as the ability to adeptly handle the specific demands of tasks assigned. Should be able to work independently and collaboratively with minimal supervision and under pressure.
- Have excellent communication, interpersonal and writing skills and possess a high level of professionalism. The applicant must fully understand the importance of confidentiality and exhibit unimpeachable ethics.

Duties

- Provide professional and confidential strategic and managerial support to the Ambassador.
- Manage internal and external official correspondence in coordination with other sections.
- Research and prepare talking points and/or speeches for the Ambassador.
- Provide research support and/or background documents for various engagements when requested.
- Prepare research papers on various topics for Ambassador when requested.
- Draft and edit various documents including internal/external correspondence, speeches, press releases, social media posts and newsletters.
- Review drafts and completed documents for accuracy and grammar, including documents of a sensitive or confidential nature.
- Coordinate business meetings, seminars, receptions and other official events.
- Manage Ambassador's schedule. Create and maintain files and lists.
- Maintain contacts within the diplomatic circle, government, and private and public organizations.
- Support other staff, particularly executive-level staff, as necessary.

Employment Period

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

Expected starting date: late February 2025

Salary

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

Applicants should submit a cover letter, CV, certified copies of qualifications (certificates) , three (3) references and a short sample of a draft speech via email by the **17 January 2025**.

Draft Speech Theme: Draft an Ambassador's Speech at an International Conference Introducing Botswana in approximately 500 words

Email: information@gr.mofa.go.jp

Only shortlisted candidates will be contacted. For further details, contact Ms. Annelin Vista or Ms. Kanane Setlhodi at the Embassy of Japan at 3914456. Please note that the Embassy will be closed by 5th January.