

JOB ADVERTISEMENT

The Embassy of Japan in Botswana has a vacancy for a Political Assistant who will be in charge of political affairs and provide strategic support to the Ambassador. Applicants are invited for the position as follows:

Qualifications

- Hold a bachelor's degree (preferably in Political Science, International Relations, Law, or a related field).
- Have a minimum of 5 years of experience in a similar position (e.g., within an Embassy, International Organization, Think Tank, Policy Research Institute, or Government body).

Requirements

- Possess deep knowledge of the political landscape in Botswana (including Government, ruling/opposition parties, and NGOs).
- Demonstrate fundamental knowledge of Botswana's foreign policy, particularly regarding major powers, SADC, international organizations, and neighboring countries.
- 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 and Setswana.
- Provide strategic support by ensuring smooth communication, understanding expectations and objectives, and anticipating needs and challenges.
- Be proactive, responsive, and solution-oriented.
- Prioritize tasks and meet deadlines with high attention to detail, accuracy, and quality.
- Hold strong organizational skills and the ability to handle specific, demanding tasks under pressure.
- Work independently and collaboratively with minimal supervision.
- Possess a high level of professionalism, understand the absolute importance of confidentiality, and exhibit unimpeachable ethics.

Duties

- **Research & Analysis:** Proactively and independently carry out research and prepare papers/background documents on political issues, including domestic and international trends related to Botswana and Japan.
- **Strategic Support to the Ambassador:** Provide professional and confidential strategic support to the Ambassador from a political perspective, including the coordination of political engagements and diplomatic schedules, as well as the drafting of official correspondence.
- **Drafting Notes Verbale:** Prepare formal diplomatic correspondence (Notes Verbale).
- **Speech Writing:** Research and prepare talking points, speeches, and opening remarks for the Ambassador for various engagements
- **Document Management:** Draft and edit internal/external correspondence, press releases, social media posts, and newsletters. Review documents for accuracy and grammar, including sensitive

or confidential materials

- **Event Coordination:** Coordinate and assist in political meetings, seminars, receptions, and other official events.
- **Networking:** Maintain and update contact lists within the diplomatic circle, government, and private/public organizations.
- **General Assistance:** Support other staff, particularly executive-level staff, and perform any other duties as may be assigned, including those related to other sections of the embassy.

Employment Period

On a contract basis for a 1-year fixed term (Possibility of renewal from the second year onwards based on mutual agreement).

Expected starting date: Early May 2026

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 Political Analysis Paper via email by the **1st April 2026**.

Political Analysis Paper Theme: "Analyze the primary causes of the regime change following the October 2024 general election in Botswana. Furthermore, identify the key policy challenges the current administration faces and discuss the strategic approaches they are adopting to address them."

- Format: Approximately 800 words (equivalent to 2 pages of A4 size).
- Language: English.

Email: soumugiten@gr.mofa.go.jp

Only shortlisted candidates will be contacted. For further details, contact Ms. Kwape Bridget at the Embassy of Japan at 3914456.