

## JOB ADVERTISEMENT

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

### **Qualifications**

- Bachelor's degree (or higher) in Economics, Business, Development Studies or related field.
- A minimum of 5 years of professional experience in relevant fields.

### **Competencies**

- Possess a sound knowledge of the economic context of Botswana.
- Highly independent research capability.
- Display sound strategic thinking and analytical skills.
- Effective time management skills and prioritise tasks.
- Possess a high level of professionalism, responsibility, honesty, and good interpersonal skills.
- Excellent oral and written communication skills in English and Setswana.
- Has a good knowledge of computer applications (Microsoft Proficient).
- Be a team player and a very good networker.
- Able to work in stressful situations and ability to multitask when necessary.

### **Duties**

- Carry out research and analysis on economic trends, economic policy and other related issues on Botswana and Japan.
- Produce briefing papers regarding Botswana's macroeconomics and related issues.
- Draft speeches, meeting notes and other records for the economic section.
- Coordinate meetings and events with the relevant stakeholders.
- Maintain and update contacts of the relevant stakeholders.
- Perform any other assigned tasks including assisting other sections at the embassy.

### **Salary**

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

### **Employment Period**

On contract basis for 1-year fixed term with possibility of renewal based on mutual agreement.

Expected starting date: Early June 2026

Applicants should submit a Cover Letter, Curriculum Vitae, certified copies of qualifications (certificates), three (3) letters of reference and an Essay via email titled "Job Application for Economic Section", by **Wednesday, 22<sup>nd</sup> April 2026 at 1600hrs.**

Email: culture-pr@gr.mofa.go.jp

**Essay Theme:** "How can Botswana accelerate economic diversification away from diamond dependency? Analyse the current situation, identify the key sectors and discuss the possible strategies for transitioning."

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

**Only shortlisted candidates will be contacted.** For further details, contact Ms. Bashingi Mokgethi at the Embassy of Japan at 3914456.