

Vacancy Announcement

The Embassy of the Federal Democratic Republic of Ethiopia in Tokyo is seeking applications for the following vacancies.

1. Position:- Driver

1.1 Required Candidate:- one

The incumbents for this position serve as a driver of the Ambassador of the Federal Democratic Republic of Ethiopia in Tokyo.

1.2 Gender:- Male

1.3 Opening date of application :- Tuesday, April 19, 2022

1.4 Closing date of application :- Friday, April 29, 2022

1.5 Duties and Responsibilities

- Serve as a driver/messenger to the Ambassador. Such task should be undertaken in accordance with traffic law and regulation
- Keep the assigned vehicle in clean condition and carry out daily routine maintenance checks on the vehicle. and make recommendations concerning repair and service.
- Maintain the vehicle logs in accordance with established administration procedure of the Embassy.
- Demonstrate a high sense of responsibility, courtesy, tact and the ability to work with a diversity of people and clients
- Perform any other duties as respect requested by the office

1.6 Required qualification, experience and skills

1.6.1 Education and qualification

- College diploma and above, with valid driving license and very good knowledge of driving rules, regulation and courtesies.
- Legal working Permit or permanent resident ID Card
- Good knowledge of the English and Japanese Language.

1.6.2 Experience and skills

- Working experience as a driver in Embassies and International organization.
- Good Communication skill
- safe driving record and skills in minor vehicle repair.

Salary: - Negotiable



2. Position: - Cleaner

2.1 Required Candidate:- One

2.2 Gender:- Female

2.3 Required qualification, experience and skills

- Cleaning experience is essential.
- Legal working permit or permanent resident ID Card
- Good communication skill
- Hardworking attitude to ensure that excellent cleaning standards

2.4 Duties and Responsibilities

- Providing a professional approach and excellent customer service at all times
- Ensuring the cleanliness of the Residence.
- Laundry and ironing.
- Effective time management to ensure all required areas are cleaned on a permanent basis.
- Adhering to any Safe Working practices, security compliance.
- Carrying out any other reasonable task as requested.

Salary: Negotiable

Note: -

- Interested applicants should submit their CV in English with copy of the original educational document within 10 working days.

How to Apply: -

- Submit the application to the Embassy or applicants can apply by the Embassy email: tokyo.embassy@mfa.gov.et

