

Vacancy Announcement

The Embassy of The Federal Democratic Republic of Ethiopia in Tokyo is seeking applicants for the following vacancy.

1. **Position:** Embassy cleaner and service provider

1.1. **Required Candidate:** One (1)

1.2. **Gender:** Female

1.3. **Opening date of application:** Thursday, May 19,2022

1.4. **Closing date of application:** Friday, 29 May 2022

2. **Required qualification, experience and skills**

- ❖ Cleaning experience in public institutions or private organisations
- ❖ Legal working permit or permanent residence ID card in Japan
- ❖ Commendable communication skill and literate in reading and writing both in English and Japanese
- ❖ Hardworking and good attitude towards excellent cleaning standards
- ❖ Effective time management to ensure all required duties are fulfilled on time

3. **Duties and Responsibilities**

- ❖ Keep the office, rooms and facilities of the Embassy clean at all times
- ❖ Provide services to Embassy staff and guests
- ❖ Deliver Embassy's messages to entities and persons on time and in a secured manner
- ❖ Adhere to codes of safe working practices and security measures

4. **Salary:** Based on the Embassy's scale

Note:- Interested applicants should submit their application letter and CV prepared in English along with a copy of their educational documents until May 29, 2022.

How to apply:- Interested applicants can submit their applications to the Embassy via the Embassy's email address tokyo.embassy@mfa.gov.et

