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ቶክዮ
*Embassy of the Federal Democratic
Republic of Ethiopia
Tokyo*
駐日エチオピア連邦民主共和国大使館

ቀን 07 June 2023

Date

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Ref.No

Vacancy Announcement

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

1. Position: Cleaner

1.1. Required Candidate: One (1)

1.2. Gender: Female

1.3. Opening date of application: Wednesday, 07 June 2023

1.4. Closing date of application: Tuesday, 13 June 2023

2. Required qualifications, experience, and skills

- ❖ Cleaning experience in public institutions or private organizations.
- ❖ Legal work permit or permanent resident ID Card in Japan.
- ❖ Commendable communication skills in English/ Japanese will have more credit.
- ❖
- ❖ 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 cleanliness of offices, rooms, and facilities of the Embassy at all times.
- ❖ Provide hospitality services (water, tea, and coffee) to Embassy staff and guests.
- ❖ Deliver Embassy's messages to entities and persons on time and in a secure manner.
- ❖ Adhere to codes of safe working practices and security compliance.

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

Note: Interested applicants should submit their application letter and CV prepared in English along with an accompanying copy of their educational documents until June 13, 2023, 6:00 p.m.

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

3-4-1 Takanawa, Minato-ku,
Takanawa Kaisei Bldg. 2F
Tokyo 108-0074
Japan



Tel: 03-5420-6860/6861

Fax: 03-5420-6866

Email: tokyo.embassy@mfa.gov.et