

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

1.2 Opening date of application:- February 26, 2024

1.3 Closing date of application:- March 03, 2024

1.4 Duties and Responsibilities

- Serve as a driver/messenger, such task should be undertaken by 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 by established administration procedures 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

1.5 Required qualifications, experience, and skills

1.6.1 Education and Qualification

- **College Diploma and above**, with a valid driving license and very good knowledge of driving rules, regulations, and courtesies.
- Legal working Permit or permanent resident ID Card
- Good knowledge of the English and Japanese languages.



1.6.2 Experience and Skills

- Working experience as a driver in Embassies and International organizations.
- Good Communication skills
- safe driving record; knowledge of driving rules and regulations and skills and skills in minor vehicle repair
- Work discipline and ethics.
- Good understanding protocols and work procedures.

Salary: Based on the scale of the Embassy.

Note: Interested applicants should submit their Application Letter and CV prepared in English and a copy of their original educational documents by March 04, 2024, the end of this vacancy announcement.

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

