

VACANCY: CLEANER

The Embassy of the Republic of Botswana to Japan is seeking a talented, experienced, proactive, innovative and self-driven individual to fill the above mentioned position.

Salary: JPY 3,646,467 to JPY 5,116,638 per annum

Benefits:

- Contribution to Social Insurance (Embassy 50% and Employee 50%)
- Contribution to Labour Insurance
- Gratuity provided employed for 5 years continuous service
- Bonus equivalent to 1 month salary

Leave: 24 working days per annum

Requirements:

- High School certificate
- Fluent in both English and Japanese
- Past cleaning experience
- Good interpersonal and communication skills
- Computer literate
- Having worked in an Embassy will be an added advantage

Duties and Responsibilities of the Job:

- Daily Cleaning of the Chancery
- Preparing of refreshments for official meetings
- Assist in procurement of Office supplies
- Photocopying and filing documents
- Issues Office supplies and update records
- Relieves Receptionist during her absence
- Assist in preparations for official events
- Run errands as and when required
- Perform additional duties as needed

Applications: Applicants should provide the following;

- Curriculum vitae
- Copies of passport, Identity card, and resident permit
- Copies of educational certificates
- At least one (1) reference

Applications should be sent to: Embassy of the Republic of Botswana, 6F, EDGE Shiba Yonchome Building, 4-5-10 Shiba, Minato-ku, Tokyo 108-0014 or or, botjap@sepia.ocn.ne.jp

Closing date: 6th October 2023

For further information required, please contact the Embassy at Telephone no: 03 5440-5676