

## VACANCY: DRIVER

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 4,143,717.00 to JPY 6,349,250 per annum

### **Benefits:**

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

**Leave:** 24 working days per annum

### **Qualification and Experience**

- At least Senior High School certificate
- Fluent in both English and Japanese
- At least 2 years driving experience in Japan
- Having worked as Driver in an Embassy will be an added advantage
- Candidates must be in possession of a valid Driver's license issued by the Public Safety Commission

### **Duties and Responsibilities of the Job**

- Responsible for transportation of members of Staff to official engagements
- Handling delivery and collection of documents
- Drive visiting delegates during official engagements
- Assist in preparations of official events
- Maintaining the vehicle in a good state
- Perform any other duties as may be required

**Applications:** Applicants should provide the following;

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

**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 [botjap@sepia.ocn.ne.jp](mailto:botjap@sepia.ocn.ne.jp)

**Closing date:** 7<sup>th</sup> April 2023

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