



## Republic of Botswana

### **VACANCY: HOUSEKEEPER**

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, 775, 7167 to JPY 5,245,931 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:**

- At least High School qualification
- Fluent in both English and Japanese
- Good communication skills
- Positive attitude
- Ability to consistently provide high standard service
- Good attention to detail.
- Ability to work within a team or independently
- Ability to work under pressure
- At least 2 years experience as Housekeeper
- Having worked for an Embassy will be an added advantage

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

- Housekeeping (cleaning, laundry, ironing, etc)

- Cooking and serving of daily meals
- Ensuring the Residence has adequate household supplies
- Attending to telephone calls and guests
- Assist in preparations for official events
- Run errands as when required
- Perform any other duty assigned from time to time

**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, ACN Building, 4-5-10 Shiba, Minato-ku, Tokyo 108-0014 or, [botjap@sepia.ocn.ne.jp](mailto:botjap@sepia.ocn.ne.jp)

**Closing date:** 26<sup>th</sup> November 2024

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