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EMBASSY OF THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA
TOKYO, JAPAN
駐日エチオピア連邦民主共和国大使館

ቀን
Date: January 15, 2025

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Ref. No. 4/4.2/026/25

Vacancy Announcement

The Embassy of The Federal Democratic Republic of Ethiopia in Tokyo is seeking applications for the following vacancies.

1 Position:- Driver

1. Required Candidate:- one

2. Gender:- Male

3. Opening date of application :- January 16, 2025

4. Closing date of application :- January 29, 2025

5. 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.

6. 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.





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1.6.2 Experience and Skills

- Working experience as a driver in Embassies and International organizations.
- Good Communication skill
- safe driving record; knowledge of driving rules and regulations and skills and skills in minor vehicle repair.

Salary: Negotiable

Note: Interested applicants should submit their Application Letter and CV prepared in English and a copy of their original educational documents and supporting documents within 10 working days from the date of this announcement.

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