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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

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Date:-

April 11, 2025

## **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 :- April 14, 2025**

#### **4. Closing date of application :- April 18, 2025**

#### **5. Duties and Responsibilities**

- Serve as a driver/messenger, such tasks should be undertaken by traffic law and regulations
- 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, minimum two years.
- 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 5 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](mailto:tokyo.embassy@mfa.gov.et)

