

**Embassy of Bangladesh  
Tokyo**

**Vacancy for Driver (01 Post)**

**Job details:**

- Driving during office hour and beyond office hour as per the assigned duty
- Carrying other duty such as delivering and picking of official courier and protocol duty
- Discharge any other assigned tasks as directed by the Embassy Authority
- Take proper care of assigned vehicle and its regular maintenance.
- Abide by Embassy rules, regulations, and office decorum.

**Required qualifications:**

- Valid Japanese visa/work permit
- Valid Driving license
- Knowledge on Route & Traffic in Japan
- Basic Computer knowledge, Good Communication Skill and Personality
- Fluency in English and Japanese language
- No Criminal Record
- Readiness to work under pressure and take challenges.

**Benefits:** Please ask to know about salaries and other benefits ([bdembassy.tokyo@mofa.gov.bd](mailto:bdembassy.tokyo@mofa.gov.bd))  
Tell: 03-34325801 (Ex-310)

**Application closing:** 27 February 2023

Interested, competent and qualified candidates who meet the criteria mentioned above are requested to submit their applications along with their curriculum vitae, one passport size photo and other supporting documents including copy of passport, valid Japanese visa/work permit, copy of driver's license within 27 February 2023 to the following address/Email: -

Head of Chancery  
Bangladesh Embassy, Tokyo  
3-29, Kioicho, Chiyoda-ku  
Tokyo 102-0094, Japan  
Tel. 3234 5801(PABX)  
Fax. 3234 5802  
Email: [bdembassy.tokyo@mofa.gov.bd](mailto:bdembassy.tokyo@mofa.gov.bd)

(Only short-listed candidates will be called for Interview)