



Embassy of the People's Republic of Bangladesh Tokyo

Vacancy Announcement for Driver (01 Post)

The Embassy of Bangladesh, Tokyo is looking to recruit a **Driver for Diplomatic Wing**. The applicants who wish to be a part of the Embassy team are encouraged to apply.

Job details:

- Assigned as full-time driver of the staff car at the Diplomatic Wing of the Embassy of Bangladesh.
- Duties include driving the assigned vehicle, serving as official messenger/courier, protocol duty, etc.
- Duties may entail working beyond office hours, out-of-Tokyo travel, etc.
- Maintain the assigned vehicle to keep it clean and in top condition.
- Must abide by the Embassy rules, regulations and the office decorum.
- Should comply with any other legitimate instruction of the authority.

Required qualifications:

- Valid Japanese visa/work permit
- Valid Japanese driving license
- Knowledge about the traffic and routes in Japan
- Basic computer knowledge and good communication skills
- Fluency in English and Japanese languages
- No criminal record
- Readiness to work under pressure, take challenges as well as being flexible, amicable, courteous, etc.

Salary and benefits:

During the period of service, the Embassy will pay monthly salary in the scale of JPY 200,000 – JPY 4,000 X 15 – JPY 260,000. In addition, overtime allowance, annual increment and bonus will be provided as per the rule.

Closing of the application: Friday, 06 December 2024

Interested, competent and qualified candidates who meet the above criteria may submit the following documents (not returnable) either by post or by e-mail:

- Forwarding letter with signature and contact number
- Curriculum vitae with full address in Japan
- One passport size photo
- Copy of the passport, valid Japanese visa/work permit and Japanese driving license

Application should be sent to:

Head of Chancery
Embassy of Bangladesh
3-29, Kioicho, Chiyoda-ku, Tokyo 102-0094
E-mail: crpolitical.tokyo@mofa.gov.bd



* Only the short-listed candidates will be contacted for interview. No phone inquiries will be entertained.

3-29, Kioicho, Chiyoda-ku, Tokyo 102-0094, Japan, | Tel: +81-03-3234-5801 | Fax: +81-03-3234-5802
Email: mission.tokyo@mofa.gov.bd | www.bdembjpn.mofa.gov.bd