

Embassy of Bangladesh
Vacancy Announcement

The Commercial Wing of Embassy of Bangladesh, Tokyo wishes to recruit a **Driver-cum-Messenger**. The applicants who wish to be a part of our team are encouraged to apply.

Job details:

- Assigned to the Commercial Wing for its duties. It may entail working beyond office hours, out-of-Tokyo etc.
- Assigned also to the duties of the Embassy including the official courier, protocol duty etc.
- Maintain the assigned vehicle by taking a proper care.
- Abide by our Embassy rules, regulations and the office decorum.

Required qualifications:

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

Salary and benefits:

The minimum monthly salary is JPY 200,000. It will be adjusted according to the skills, experiences etc. of the candidate. An overtime allowance, an annual increment and a bonus etc. will be provided as per rule.

Closing of the application: 04 August 2023

Note: This vacancy will be filled if a suitable candidate will be selected before this closing date.

Interested, competent and qualified candidates who meet the above criteria may submit the following either by post or by e-mail:

- Forwarding letter
- Curriculum vitae
- One passport size photo
- Supporting documents like a copy of a passport, a valid Japanese visa/work permit, a driver's license

Note: The application documents are not returnable.

Minister (Commerce)
Embassy of Bangladesh
3-29, Kioicho, Chiyoda-ku, Tokyo 102-0094
E-mail: commercialcounsellortokyo@gmail.com

Note: Only the short listed candidates will be contacted for an interview.

No phone inquiries will be entertained.