

Embassy of Bangladesh, Tokyo

Vacancy Announcement

The Economic Wing of the Embassy of Bangladesh, Tokyo is planning to recruit a **Driver-cum-Messenger**. The applicants who wish to be a part of the Embassy team are encouraged to apply.

Job details:

- Assigned as full-time driver at the Economic Wing of the Embassy of Bangladesh.
- Duties include driving the assigned vehicle, serve for official messenger/courier, protocol, etc.
- Duties may entail working beyond office hours, out-of-Tokyo travel, etc.
- Should properly 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 JP¥ 200,000 – JP¥ 4,000 X 15 – JP¥ 260,000. In addition, overtime allowance, annual increment and bonus will be provided as per rule.

Closing of the application: Friday, 17 August 2023

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
- Curriculum vitae
- One passport size photo
- Copy of the passport, valid Japanese visa/work permit, driver's license

Application should be sent to:

Economic Minister
Embassy of Bangladesh
3-29, Kioicho, Chiyoda-ku, Tokyo 102-0094
E-mail: econom.in.tokyo@mofa.gov.bd

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