

## **【Recruitment】 Full-time Embassy Driver 1 position**

The Embassy of Japan in Brunei Darussalam is seeking one full-time driver.

### 1. Application Qualification

Candidates for this position should be Brunei Citizens or Permanent Residents who are fluent in English. The place of residence should be in Bandar area during the term of employment contract.

### 2. Place of Employment

Embassy of Japan in Brunei Darussalam

No.33,Spg 122, Kg Kiulap, Bandar Seri Begawan BE1518, Negara Brunei Darussalam

### 3. Job Description

The role is to drive diplomats and staff to and from appointments, and to deliver documents.

Work schedule will be according to the diplomat's event schedule.

Candidates for this position will be required to ensure vehicle maintenance, manage safety, drive carefully, and handle schedules with administrative staff, and due to these requirements, candidates with professional experience as drivers will be given priority.

The Embassy will ask drivers to load and unload baggage and equipment.

Candidates must be physically able to perform these tasks.

### 4. Term of Employment

Start date: January 2019

Term 1 year

Working hours: 8:30 a.m. – 5:00 p.m. \*with irregular overtime work.

Wages are in accordance with the regulations of the Embassy.

The Embassy requires candidates who are able to work beyond office hours, including weekends. If the work performance is good, there is a possibility that the employment period will be renewed.

### 5. Application Method

Interested individuals are invited to send their completed resume in English with a recent passport-sized photograph taken within three months and some copies of the following documents by e-mail to; [embassy@bw.mofa.go.jp](mailto:embassy@bw.mofa.go.jp)

- A cover letter
- IC(Colored Copy)
- Driving license (Double Side Copy)
- Academic qualifications (Copy)
- Work references(Copy)

### 6. Application deadline

31 October 2018

Documentation submitted will not be returned to applicants.  
Only shortlisted candidates shall be notified.