The German Embassy in Tokyo is seeking eligible and qualified applicants for the position as a driver as of April 1, 2020 (limited to September 15, 2020). It is a full-time position with a working time of 40 hours a week.

**The position will mainly comprise the following tasks:**

- Driving tasks
- Working during the week, if necessary also in the evening and during the weekend
- General administration tasks

**Applicants should meet the following requirements:**

- Valid driving license for Japan
- Language Skills: native Japanese or comparable level, good or very good English in spoken and written language
- Willingness to drive outside of the usual work hours
- Work experience in the field of passenger transport is an advantage
- Willingness and ability to work in a multicultural environment
- Basic PC user knowledge (Word, Excel)
- Capacity to work in a team, flexibility, resilience and organisation skills

The contractual conditions are based on the model work contract for locally employed workers at the German foreign representations in Japan.

**Applications in German, English or Japanese are submitted with the following documents**

- Motivation letter
- Recent photograph
- Curriculum Vitae (in table form)
- Job references (from former employers)
- Valid residence permit (only for non-Japanese nationals)

**to the address below latest by February 29, 2020:**

Botschaft der Bundesrepublik Deutschland  
4-5-10, Minami-Azabu, Tokyo 106-0047  
Tel. 03-5791-7700/Fax: 03-5791-7773  
E-Mail: info@toky.diplo.de