

**EMBASSY OF THE REPUBLIC OF FIJI
JAPAN**

LOCALLY ENGAGED STAFF

Position: Office Assistant/Driver

Position Description:

The appointee is the primarily the driver for the HOM. When not engaged in Driving, this person will assist in other office duties that is required from time to time. His knowledge of road Japanese Road Rules and Regulation must be excellent.

Duties & Responsibilities:

- 1) Responsible for all the driving duties involving Official Vehicles #10701 & 10703. This person drives primarily for the HOM;
- 2) Clean and wash car regularly;
- 3) Polish car weekly or as and when needed;
- 4) Facilitate all driving of the Ambassador to all functions or and when directed;
- 5) Petrol coupons for the vehicle, fill gas/oil;
- 6) General maintenance of Embassy vehicles e.g. tyres, interior of car etc;
- 7) Assist with the administrative functions in the office such as filing works and mail handling duties and deliveries;
- 8) Assist in Airport facilitation for visiting VIPs and Senior Officials;
- 9) Assist in the Embassy promotion activities
- 10) Any other office duties as may be delegated to him/her by the Head of Mission.
- 11) Expected to work odd hours, including weekends, from time to time, depending on work schedule/demand.

Qualification:

- Must hold a valid Japanese Drivers Licence - minimum 7 years with no adverse report;
- Required to be able to converse both in basic English and Japanese languages;
- Must produce a Police Clearance Report on appointment.
- Demonstrate previous experience in driving diplomatic VIPs or similarly High Officials.
- Must be always courteous and always dressed smartly and follow instructions that are given to him by the HOM and others delegate on his behalf.

Non-smoker preferred.