

Notification of Recruitment of Local Staff (Butler at the Ambassador's Residence)

The Embassy of Japan in Vanuatu invites applications for the position of Butler at the Ambassador's Residence. We look forward to receiving your application.

1 Recruitment period

One year from mid-October 2024 (the specific start date will be adjusted after the employment decision is made. However, the first 6 months will be a probationary period). Thereafter, the employment contract will be renewed every year by mutual agreement.

2 Duties

General operations at the official residence of the Ambassador of Japan in Vanuatu

(Main responsibilities)

Serving at official dinners and receptions, assisting the official chef, entertaining guests, maintaining the equipment and supplies in the official residence, managing inventory and purchasing food and beverages, handling security, cleaning inside and outside the official residence, etc.

3 Working days and hours

5 days a week from 8:00 a.m. to 4:45 p.m. except Saturdays, Sundays, and Embassy holidays (break time from 12:00 p.m. to 1:00 p.m.)

(In case of the official dinner or receptions, overtime work may be requested. Overtime allowance will be paid.)

4 Salary and allowances, etc.

The salary calculated based on academic background, work experience and aptitude, paid at the end of each month. Annual year-end allowance paid (equivalent to monthly salary). Social security contributions (employer's share) paid. Overtime allowance paid.

5 Eligibility for Application

- (1) Vanuatu citizenship or eligibility to work in Vanuatu
- (2) Possess a regular driver's license in Vanuatu

- (3) English language skills necessary for work
- (4) Be in good physical and mental health.
- (5) Experience working in hotels, restaurants, etc.

6 Application Procedure

Applicants are required to send the necessary documents as follows by the deadline.

- (1) Application deadline: Friday, September 13, 2024
- (2) Address to which documents should be sent (either)
 - (A) By mail: Embassy of Japan in Vanuatu
Rue de Paris, PO Box 242, Port Vila
 - (B) Email : embjpn@vu.mofa.go.jp

*The indication "Application for Local Staff Recruitment" on the envelope or in the subject line of e-mail is necessary.

(3) Required documents

- (A) Resume (Any format is acceptable, but please be sure to include the following information
Color photo, date of birth, education and employment history since high school graduation, current address, and contact information (phone number and e-mail address))
- (B) Copy of driver's license

7 Selection Process

Only successful applicants will be contacted for an interview. Applicants who pass the document screening will be contacted individually by the person in charge.

8 Other

Inquiries regarding the results of the document screening process will not be accepted. Inquiries regarding application procedures should be directed to the following address.

embjpn@vu.mofa.go.jp