

## 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 May 1<sup>st</sup>, 2025(tentative) (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 pay.)

### 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 submit the necessary documents as follows by the deadline.

(1) Application deadline: Friday, March 14<sup>th</sup> , 2025

(2) Address to which documents should be submitted (either)

(A) hand-deliver: Embassy of Japan in Vanuatu

Second floor, Air Vanuatu Building, Port Vila

\* Access to the office at CNS Street entering through the back gate

(B) Email: [embjpn@vu.mofa.go.jp](mailto: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 (There are no specific format requirements, but the following information must be included.)

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

(Note) If a letter of recommendation is submitted, it will be taken into consideration during the selection process. However, we may contact the recommender directly if necessary. Therefore, applicants should ensure that the recommender is informed of this in advance.

## 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](mailto:embjpn@vu.mofa.go.jp)