

VACANCY

House Keeper/Butler

EMBASSY OF JAPAN IN SEYCHELLES

1. Job Overview

- Serve guests hospitably and prepare for them in the Ambassador's residence (including manual labors such as carrying heavy goods)
- Maintain the Ambassador's residence and perform related jobs such as cleaning

2. Working Hours

- Monday to Friday (excluding Embassy Holidays such as Public Holidays)
- 8:00 a.m. to 4:45 p.m. (excluding a lunch break from 12:00 noon to 1:00 p.m.)

3. Salary & Benefits

- Salary shall be decided based on educational backgrounds, job experience and other conditions in accordance with the Embassy's rules and paid on a monthly basis.
- Seychelles Social Security shall be fully applied
- Bonus, paid leave and overtime allowance shall be given

4. Requirements

- Permanent residence in Seychelles
- High school diploma
- Previous serving experience in a restaurant or hotel and proficient at such a job
- Able to work irregular hours
- Ability to work as part of a team in a multicultural environment, develop and maintain essential external relationships
- Excellent verbal communication skills
- Good physical and mental condition
- Have never violated any penal code of Japan, Seychelles, and other foreign countries

5. Planned Start Date for Working

- The beginning of November 2024

**Interested applicants should submit a cover letter and CV by August 9, 2024.
to**

nao.kaneko@mofa.go.jp or EMBASSY OF JAPAN

Maison Esplanade 5th Floor, Rue de la Possession, Victoria, Mahe, Seychelles

**SHORT LISTED CANDIDATES WILL BE INVITED FOR INTERVIEW.
TELEPHONE ENQUIRES WILL NOT BE ACCEPTED.**