

## **Recruitment of Local Staff for the Embassy of Japan in Lebanon**

The Embassy of Japan in Lebanon is recruiting 1 (one) local staff. Anyone who meets the requirements below is welcome to apply. Please send the necessary documents to the P.O. BOX below by Friday, 22 January 2016.

### **1. Job Description**

- Car driver and assistant for general office work (in and outside of the office)

### **2. Number of Vacancy**

- 1 (one) person

### **3. Qualification Requirements**

- (a) Lebanese national who stays legally on a long term basis
- (b) Holder of Lebanese driving license
- (c) Well acquainted with the geography of the area of Beirut and other provinces.
- (d) Car knowledge and can make simple car repairs, preferably with experiences as a professional driver.
- (e) Capable of communicating in English (capacity of communicating in Japanese would be desirable)
- (f) Physically and mentally healthy
- (g) Basic working hours are based on the opening hours of the Embassy. However, when it is necessary for duties, the Embassy requires you to work outside of the basic working hours and working days.

### **4. Working Information**

- (a) Working place is the Embassy of Japan in Lebanon, Serail Hill Area, Army St., Zokak El-Blat, Beirut, Lebanon
- (b) Basic working hours are from 08:00 to 16:00, Mon-Fri. excluding the holidays of the Embassy (Lunch break 12:30- 13:30)
- (c) Salary will be determined based on the certain standards in Lebanon and will be paid in US Dollars.

## **5. How to apply**

**Please send the following documents to the Embassy;**

- (a) Copy of ID card (or a substitute)**
- (b) Copy of Lebanese driving license card**
- (c) CV either in English or Japanese(Work experience, Educational background, Qualification/Skills, Religious affiliation etc.)**
- (d) Photo**
- (e) Copy of certificate of degree and, or of your most recent employment.**
- (f) Personal Statement (why you would like to work for the Embassy)**

## **6. Selection Process**

**After receiving application documents, the Embassy will select the candidates in the following process;**

- (a) Those who pass the initial document screening will be invited to come to the Embassy for an interview in the last part of January (Please note that, as a lot of candidates are expected to apply, the Embassy will NOT contact those who do not pass the initial document screening.).**
- (b) Considering the performances in the interviews, the Embassy will notify the final result to each candidate who is invited to second interview and driving trial test in the middle of February, 2016.**

**\* Please note that the Embassy will NOT return any of the documents submitted. Please contact the Embassy for any questions about the recruitment.**

**Tel: 01-989-751~3**

**P.O. BOX 11-3360**

**Serail Hill Area, Army St., Zokak El-Blat, Beirut, Lebanon**

**Ms. Yassine Farah**

**(END)**