

Consulate-General of Japan in Auckland
(Full-time Employment: Driver for the Consul General)

The Consulate-General of Japan is currently seeking an official driver for the Consul General's car as described below. In addition to the duty of driving the Consul General's car, this position also requires the driver to provide logistical support to the Consulate-General.

Duties

- (1) Official driver for the Consul General
- (2) Working hours: 5 days a week, Monday to Friday, 9:00 to 17:00
(Overtime allowance will be paid outside working hours)
- (3) Scheduled date of commencement of employment: 1 January 2024
(The first 90 days of employment will be a trial period from commencement of employment)
- (4) Dispatch of vehicles to Consulate-General staff and official business travelers (including business trips to regions outside of Auckland)
- (5) Receiving/delivering official documents, transporting luggage, etc.
- (6) Management of the vehicles (regular maintenance, mileage, fuel costs, etc.)
- (7) Assistance to Consulate-General staff regarding their schedules (e.g., confirmation of accommodation and appointments).
- (8) Support for maintenance and operation of the office and official Residence (e.g., purchase of supplies, etc.).

Requirements:

- (1) Full New Zealand driver's license with a clean record.
- (2) Can work flexibly, including weekends and holidays as required.
- (3) Good knowledge of Auckland regions, including streets and routes.
- (4) Basic administration skills, communication skills, and the ability to make decisions in the right circumstances.
- (5) Excellent writing and communication skills in English
- (6) Basic IT skills (e.g., email, Microsoft Office, scheduling, etc)
- (7) New Zealand citizenship or Permanent Residency (Please note that working holiday visa holders are not eligible.)

Selection Procedure:

- (1) Initial screening: Document screening
- (2) Secondary screening: Only those who have passed the initial screening will be contacted

and invited directly for an interview or other test.

The date and time will be notified directly to short-listed applicants later.

How to apply for this position:

Sending your CV, Cover letter and copy of driver's license by email.

Email address: admin@ac.mofa.go.jp

Applications close: 27 November 2023.

The successful candidate will be required to undergo security vetting procedures.

HR Department

Consulate-General of Japan in Auckland