

# Job Posting: Official Driver

The Consulate-General of Japan is currently recruiting a local staff member who will be Official Driver.

## 1. Overview of the position:

1. Drive the official cars of the Consulate-General for both the staff and visitors.
2. Assist with moving and transportation of various goods and luggage.
3. Other duties as required.

## 2. Qualification:

1. Holds Canadian citizenship or permanent residency status.
2. Can communicate well in English both orally and in writing.
3. Can work for long term.
4. Driver's license holder for (5) five years at least.
5. Must Possess a valid full G driver's license.
6. Have a clean driving record for the past three years (Required to provide certified 3 year statement of Driving Record of Ministry of Transportation Ontario).

## 3. Contract Period:

From the beginning of September 1, 2024 to December 31, 2026. (Includes three-month probationary period Contract can be extended depending on the performance of work).

## 4. Regular working Hours:

Monday to Friday, 9 am to 5 pm, except holidays. This includes a one-hour lunch break.

## 5. Salary

To be determined through interview(s)

## 6. How to apply

Please submit your CV (English) as well as names and contact information of two references by e-mail to [rsvp@to.mofa.go.jp](mailto:rsvp@to.mofa.go.jp).

## 7. Deadline for Application

Thursday, August 1, 2024

\* There will be an interview for candidates who pass the written application. Only candidates selected for interviews will be informed of their result.