

## **Job Position in the Embassy of Japan in India**

The Embassy of Japan, New Delhi, is seeking applications for the post of “**BUTLER (Head of Ambassador’s Residence Staff)**” for working in the Japanese Ambassador’s Residence. The job description for the position as follows:-

1. **Job Description:** The person in charge of this post is supposed to assume work in the Ambassador’s residence to manage the function of all the events in the residence, give necessary guidance to all staffs working there and assist them in their day-to-day jobs. The work details will be finalized depending on the needs of the Embassy, as well as knowledge and experience of the candidate. But in principle, the main duties and responsibilities of the Butler include ensuring all Bearers/Housekeeping Staffs under his supervision and report to their daily assignments on time and are properly groomed and dressed. It is necessary to guide and assist the chefs, bearers and housekeeping staffs for making the arrangements for luncheon/dinner parties, receptions and other events which are to be hosted by the Ambassador. Butler is also expected to provide the logistic support for the Protocol and Administrative section staffs.

2. **Working Timing :** 08:00~20:00 hrs / 6 days in a week (Lunch Break : 3 hours ).

3. **Location:** Embassy of Japan, 50-G, Shanti path, Chanakyapuri, New Delhi-110 021.

4. **Qualifications & Experience Required:**

**Education:** Preferably be a Diploma/Bachelor’s Degree holder in Hotel Management from a reputed institute

**Work Experience:** Working experience with Diplomatic Missions, 3~5 Star Hotels or a high-ranking official’s residence.

**Language:** Good speaking and understanding skills in English and Hindi languages. (Fluency in Japanese language are also welcome).

5. **Salary:** The salary will be decided on the basis of qualifications & experience (Overtime allowance will be given, if worked extra hours)

6. Other: Residence and official vehicle will not be provided.

7. **Closing date for application:** **January 31, 2022.**

8. **How to Apply:** Interested candidates may apply for this post with soft copy of 1) detailed Curriculum Vitae, 2) latest photo and 3) copies of all certificates by sending emails to; application-eoj@nd.mofa.go.jp

**Note:**

- a) Only the short listed candidates will be contacted by the Embassy for interview.
- b) No telephonic enquiries will be entertained.
- c) All the documents/soft copies submitted will not be returned.