

The Embassy of Japan in Norway is seeking a caretaker

Main Duties:

- Caretaking (especially maintenance, gardening, etc.) at the Ambassador's residence (Dalsveien 36, 0755 Oslo);
- Serving work;
- Assisting the Ambassador's cook in his duties;
- Inventory management;
- Other duties as designated by the Embassy.

Requirements:

- Sufficient command of the English and Norwegian languages;
- Good communication skills and a cheerful, pleasant and positive attitude;
- Good knowledge and experience of caretaking, maintenance and gardening.

Conditions:

- Full-time employee position to begin on 9 July 2019 (working hours: 7 hours per day, 35 hours per week, Monday to Friday);
- Overtime will be required on average 4-5 times a month; overtime allowance to be calculated at an hourly rate stipulated by the Embassy;
- Salary will depend upon the education and experience of the successful candidate but is expected to be approximately NOK 27 600 per month.

Documents required:

- Application letter (in English);
- CV in required format (in English);
- [CV form can be downloaded here](#);
- Copy of main page of passport;
- Copy of residence permit (if you are neither a Norwegian citizen nor an EEA national).

Application to be sent to:

By e-mail: info@os.mofa.go.jp

or

by post: Embassy of Japan in Norway
C/O Administration Section
P/O Box 4060 AMB
0244 Oslo

If you send your application by post, please inform us of this via e-mail.

Please note: documents will not be returned.

Acknowledgment of receipt should be received by applicants within one working day after submission. If you have not received a receipt, please contact us by phone on 22 01 29 00.

Deadline:

- Applications must reach us no later than **28 May 2019**.

Interview and examination:

The Embassy will conduct primary screening of applicants by means of submitted documents. Successful candidates will be contacted for interviews.

For more information, please contact Ms. Midori Ujibe, Administration Section, on 22 01 29 00.