

ASEAN日本政府代表部は、5月1日頃から勤務可能な職員を以下のとおり募集します。

**1. 業務**

ASEAN日本政府代表部大使公邸ボーイ業務  
(会食の際の調理・給仕補助、接客業務及び公邸内維持管理)

**2. 人数**

1名

**3. 応募資格**

- (1) インドネシア国籍を有すること
- (2) 短大卒業程度以上若しくはホテル専門課程卒であること
- (3) 英語で支障なく業務が出来ること
- (4) ホテル等で接客業務の職務経験が5年以上あること
- (5) パソコンにてワード、エクセル等の作業が出来ること
- (6) 心身とも健康であること

**4. 応募書類**

- (1) 履歴書(英語で作成)
- (2) カラー写真(3×4cm、2枚)
- (3) 卒業証書、成績表及び住民登録票(KTP)のコピー
- (4) 職務経験を証明するコピー。あれば語学能力を証明する資格コピー
- (5) 志望動機を英語で記載した文書

**5. 勤務時間**

週40時間程度(会食での接客等必要に応じて残業あり)

応募される方は、**3月31日(金)**までに上記応募書類を揃え、下記の住所までご持参又はご送付下さい。応募書類の封筒の左上には「ASEAN Res -Recruitment」とご記入下さい。

Mission of Japan to ASEAN  
Jl. M.H. Thamrin No. 24  
Jakarta 10350

書類選考に合格した応募者には、2023年4月10日(月)16時までに面接試験について連絡致します。提出頂いた書類は返却致しませんのでご了承願います。

ご質問は、ASEAN日本政府代表部までご照会ください(012-3190-4901)。

The Mission of Japan to ASEAN is recruiting 1 (one) local staff for the position of a House Boy (Assistant Butler) who is available to work on or about 1 May 2023. The outline of the job recruitment is as follows:

**1. Job description**

Tasks as a house boy such as assisting in cooking, serving meals, receiving guests and housekeeping at the residence of the Ambassador of the Mission of Japan to ASEAN.

**2. Number of vacancy**

1 (One)

**3. Required qualifications**

- (1) Indonesian citizenship
- (2) Diploma holder equivalent to a graduate from a two-year college or having a major related to hospitality
- (3) Sufficient English skills for work
- (4) Working experience of serving guests at hotels or other facilities for more than 5 years
- (5) Basic skills in operating a computer and using softwares such as Microsoft Word and Excel
- (6) Physically and mentally health

**4. Required documents**

- (1) CV in English
- (2) 2 coloured photographs measuring 3x4 cm
- (3) Copies of diploma certificate, academic record and national ID (KTP)
- (4) Copies of documents certifying previous work experience, and if possible, copy of language proficiency certificate
- (5) Cover letter in English stating the reason to apply

**5. Working Hour**

40 hours per week. Overtime working is sometimes required to deal with dinner hosted by the Ambassador.

Please submit or bring the required documents to the address below by **31 March 2023**. Please write **“ASEAN Res-Recruitment”** on the upper left of the envelope. Please note that once you have submitted the documents, we will not return them back to you.

**Mission of Japan to ASEAN**

Jl. MH Thamrin No. 24  
Jakarta 10350

Applicants who pass the preliminary screening based on the documents will be circulated information about an interview by 16:00 on 10 April 2023.

For further information, please contact the Mission of Japan to ASEAN at the 021- 3190 4901