

## Embassy of Japan in Georgia

The Embassy of Japan in Georgia announces a vacancy for the full-time position of Maid at the Ambassador's Residence. The Embassy is looking for staff who can start working from late October 2025.

### A. Job responsibilities:

- General operations at the Ambassador's Residence
- Cleaning inside and outside the Ambassador's Residence
- Serving at official dining and receptions, assisting the official chef and entertaining guests
- Maintaining the equipment and supplies in the Ambassador's Residence
- Managing inventory and purchasing commodity, food and beverages
- Handling security
- Other tasks required by the Embassy

### B. Requirements:

- Experience of dining service in hotels, restaurants, etc, handling VIPs preferred
- No criminal record
- Excellent verbal communication skills in English and Georgian
- A solid understanding of Georgian society, customs and etiquette
- A cooperative personality and positive attitude

### C. Conditions:

- Full-time employee position to begin in October 2025.
- Working Hours: Monday to Friday, 09:00 to 17:45 (Lunch break from 13:00 to 14:00)
- Some overtime may be required occasionally; overtime allowance to be calculated at an hourly rate as stipulated by the Embassy
- Salary: Complied with the provisions of the Embassy
- Probation period: 6 months

### D. Applications:

1. The following documents are required. All documents except of certificates copy and recommendation letter(s) (see below), must be written in English.

- ① Application Form (in English) with a recent photograph (Taken within the last three months)
  - ② Copies of all relevant educational certificates
  - ③ Letter(s) of recommendation (if applicable)
2. All documents must be sent in an envelope, no later than 19 September 2025, to the Administrative Section, Embassy of Japan, 64b Ilia Chavchavadze Avenue, Tbilisi 0179. (Alternatively, you can send all documents via email to [admin@tb.mofa.go.jp](mailto:admin@tb.mofa.go.jp), however, please note that the total size of attachments shall not exceed 5MB per email.)
3. Applicants who are selected through a preliminary screening will be contacted for an interview. During the interview, we will explain the details of the employment conditions.