

Recruitment of Temporary Staff at the Japanese Ambassador's Residence Embassy of Japan

Embassy of Japan in Zimbabwe is seeking to recruit a committed temporary local staff devoted to the mission of the Embassy to work from 17 to 24 April, 2026.

Position: **Maid (Ambassador's Residence)**

Principal duties and application guidelines are as follows,

1) Duties

- Responsible for Laundry and ironing
- Work closely with the Chef to prepare for luncheons, dinners and receptions
- Assisting with maintenance of all cooking and cleaning aids
- Assisting with Household Inventory management
- Assist with errands
- Liaise and take instructions from the Resident Butler and/or Chef
- Liaise with the Embassy's Administration Department and notify of any damages and deficits
- Receive guests and answer incoming phone calls
- Execute any other duties delegated by the Embassy's Administration Department

2) Working Conditions

Work location: Ambassador's Residence, Embassy of Japan in Zimbabwe

Employment period: From 17 to 24 April 2026

Working hours: Weekdays, 7:30-12:00 and 13:00-17:00

Salary: To be determined based on experience and ability

3) Essential Qualifications, Skills and Experience

Applicants must be:

- (1) Zimbabwean or have a residence permit which makes it possible to work in Zimbabwe
- (2) At least five "O" Level passes
- (3) Fluent in English
- (4) Must be well versed in cooking and housekeeping.
- (5) Basic knowledge of operating household appliances and machinery
- (6) Must have at least 5 years working experience working in a similar position or in the hospitality industry.
- (7) Must be honest, reliable, cooperative, and energetic.
- (8) Should be able to work well within a team.
- (9) Must be able to work evening and weekend events as and when required.
- (10) Should be both mentally and physically healthy, and must be able to execute simple tasks and efficiently contribute to the mission of the Embassy

4) Application Method

Please submit the following documents either in person to the contact details below or by email.

- Curriculum Vitae (Including a copy of your photo (upper body, no hat), working history in detail, and contact address)
- Reference
- Residence qualification which makes it possible to work in Zimbabwe
- Passport or Personal ID Card copy
- Police Certificate

※When you send us application, note that:

①Copy of photo must have been taken within the last 6 months.

②It must include your Educational background and Work experience.

③Contacts must include your address, telephone number, mobile phone number, e-mail address.

④Incomplete application and any delays will not be accepted.

⑤The submitted documents will not be returned.

Only shortlisted candidates will be contacted for interviews following document screening.

5) Application Deadline

12 : 00 March 30, 2026 (applications must arrive by this time)

6) Contact Information

Embassy of Japan in Zimbabwe

Address: 4th Floor, Social Security Centre Corner Sam Nujoma Street/ Julius Nyerere Way, P.O. Box
2710, Harare

Tel: +263 (0)242 250025/6/7

Email: saiyou-zimbabwe@hz.mofa.go.jp