

## Embassy of Japan in Sweden

The Embassy of Japan in Sweden has a vacancy for a driver.  
Please see below for the details.

### 1. Place of work

Embassy of Japan in Sweden  
Gärdesgatan 10, 115 27 Stockholm, Sweden

### 2. Working days and hours

- (1) Monday to Friday 8:30-17:30 (However, if you are not required to work before 9:00 or after 17:00, you may come in/leave at those times. You may be asked to work outside of regular working hours when necessary.)
- (2) Lunch break 12:30-13:30

### 3. Commencing date

As early as May 2026

### 4. Main duties:

- (1) Transportation of staff members to work destinations
- (2) Collection and transportation of official packages and goods
- (3) Perform support services (transportations) for official travelers
- (4) Provide support through general office maintenance and basic handy-works as needed

### 5. Salary

The salary will be decided based on the candidate's qualifications and expertise.

### 6. Qualification and requirements:

- (1) Must have Swedish driving license qualification B.
- (2) Excellent command of the Swedish and English languages both spoken and written.
- (3) Basic knowledge of Microsoft Office (Word, Excel and PowerPoint).
- (4) Good communication and team-work skills.

### 7. Application **\*All documents must be prepared in English**

Required application documents include:

- (1) A brief resume or CV
- (2) A motivation letter (within A4 1 page) describing how the applicant is qualified for the position applying.
- (3) A copy of Swedish National ID or passport identification page.

(4) A copy of the working permit (for non-Swedish applicants).

(5) A copy or copies of driving license.

Please submit each of the required documents as a separate PDF or MS Word file to [admin@st.mofa.go.jp](mailto:admin@st.mofa.go.jp) no later than 5pm, April 30, 2026, with "Driver Application" written in the email subject. If you prefer printed forms, the documents can be obtained at the Embassy before the deadline stated above.

TO:

Embassy of Japan

Administration Section

Gärdesgatan 10

115 27 Stockholm

Only the applicants who pass the first screening of the submitted documents will be contacted for an interview at the Embassy of Japan in Stockholm.

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