

The Consulate-General of Japan in Da Nang is seeking a person to fill the position of Maid/Boy who is capable of providing high-quality services at Japanese Consul-General's Official Residence.

Job Title

[Maid/Boy] 1 (one) post

Job description

Responsibilities include cleaning; laundry; supporting facilities management and general maintenance of the residence including the garden;; serving food/beverages to guests and supporting preparation, operations and service of banquets, receptions and function held by the Consulate.

Other duties instructed by the Consulate. Substitute the duties of Butler in her/his absence

Qualifications and Experience

- High school or university degree
- At least 5 years experience from a similar position in the hospitality industry (hotel, restaurant)
- Good written and verbal communication skills in English and Vietnamese. Japanese language skills are not essential.
- Able to accomplish duties with professionalism, service minded (Experience of working in a five-star hotel or a top-class restaurant is welcome)
- Able to provide efficient and effective service. Always mindful and able to pay close attention to the surrounding circumstances.
- Able to work in team
- Proficient in Microsoft Word, Excel, Outlook etc.
- Eligibility to work in Viet Nam (the Consulate-General of Japan does not assist with Vietnamese work permit). If applicant is not a Vietnamese national, please attach the certificate.
- Experience of working abroad or employed by foreign-owned company is desirable.
- No criminal record, including no history of arrest, etc. (including relatives within the second degree of kinship and spouses)

Terms and conditions

- Expected hiring and start date: 1st December 2026 (planned, negotiable)
- Working hours: from 8:30 AM to 17:15 PM (including 1 hour lunch break)

(Note: Request for overtime (evening, weekend etc.) upon Consulate's necessity. Overtime allowance is paid based on the Consulate's regulations.)

- Salary: determined in accordance with Consulate-General' s regulations, taking into account educational background, work experience, qualifications and other factors. (Note: The base amount is set at 800 USD. The final salary amount may be higher or lower than 800 USD.)
- Other: Social security benefit in accordance with the Vietnamese regulations. Bonus (once a year), potential pay raise.

Application Process

Please send in following documents to the Consulate-General of Japan in Da Nang no later than 18 September 2026.

- CV with facial picture in Vietnamese and either English or Japanese. CV must include but not limited to contact address (mobile phone number, e-mail address etc), educational background, working experiences.
- Copy of certificate of language skills

Postal address: Floor 4-5, Lot A17-18-19, 2/9 Street, Hoa Cuong Ward, Da Nang City, Viet Nam
Please submit your application marked with "Residence staff application ([Maid/Boy])"

Only shortlisted applicants will be notified and invited to an in person interview and practical test.

All submitted documents will not be returned regardless of the selection outcome.

The Consulate-General of Japan in Da Nang will not answer any questions concerning the recruitment via telephone. Should you have any question, please send it to daihyou-danang@xu.mofa.go.jp.

The Consulate-General of Japan in Da Nang never requests any money from applicants in connection with this recruitment.