



The Royal Danish Embassy in Tokyo is looking for an Executive Driver

Position: Executive Driver
Type of employment: Part-time (3/4) on a local contract
Starting date: 1 January 2026
Location: The Royal Danish Embassy in Tokyo
Deadline for application: 15 November 2025

The Royal Danish Embassy is looking for a flexible, efficient and reliable Executive Driver to the Ambassador of Denmark to Japan. When not driving, the candidate will undertake other tasks at the Embassy in the administrative team.

Main tasks and responsibilities as Executive Driver

- Executive Driver:
 - Driving the Ambassador in accordance with daily schedule, including weekends and evenings.
 - Route planning and driving schedule.
 - Driving official guests and Embassy officials.
 - Motorcade planning during visits.
 - Coordination of rental of assisting cars and drivers during visits.
 - Management of the Embassy's vehicles and bicycles (daily maintenance and service schedules, inspections, purchasing of vehicles and registration with authorities).
- Other tasks:
 - Administrative and practical assistance, including e.g.
 - Lighter repair work at embassy and residence
 - Lighter gardening work
 - Assistance with bigger events at the residence
 - Keeping courtyard tidy

Required qualifications

- Executive Driver:
 - Valid Japanese driver's license.
 - Experience in VIP driving, incl. understanding of professional discretion and confidentiality.
 - Efficient route planning.
 - Vehicle maintenance planning (vehicle inspections, service intervals, vehicle registrations with local authorities, insurances).
 - Keeping cars clean and presentable.
 - Professional, polite and positive demeanour in dealing with Embassy officials, VIPs and other passengers.
 - Knowledge of the Tokyo area (preferred).
- General:
 - Legal stay in Japan.
 - A positive, open-minded, pro-active, results-oriented, and creative approach to handling of assignments.
 - A structured mind-set and excellent planning and coordination skills.
 - A high sense of responsibility.
 - Command of English both oral and written.
 - Command of Japanese both oral and written is an advantage.
 - Great interpersonal skills and team player abilities as well as interest in and willingness to share knowledge with – and learn from – colleagues.
 - Ability to work independently and efficiently.
 - Flexible and willing to adapt to the changing needs of the Embassy.
 - Ability and willingness to assume various ad hoc tasks at the Embassy

We offer

- An exciting, inter-cultural and dynamic work environment with an international atmosphere.
- A large degree of independence.
- A modern and innovative work place that values staff satisfaction.
- Flexible working hours.
- A salary reflecting competencies.

Employment conditions

- You will be offered part-time employment (3/4 of a full-time position) for a duration of 1 year, with the possibility of extension. Employment will be under a local contract governed by the relevant legally binding labour market rules of Japan and the Staff Rules of the Embassy, which are established in accordance with the regulations of the Ministry of Foreign Affairs of Denmark for locally employed staff.
- Your standard working hours will be 30 hours per week with a large degree of flexibility in organizing your own daily working hours.
- You will be entitled to 25 of paid holidays per year.
- Your salary will reflect your qualifications, relevant experience and proven work-related results.
- As part of your employment, you will have access to be covered by a pension scheme and a healthcare scheme. Japanese nationals can be covered by the Japanese unemployment scheme as well.
- Employment is contingent on the ability to obtain and retain Danish security clearance. The process begins after shortlisting of candidates. The employment date may be adjusted if the security clearance process is delayed.
- Taxation depends on nationality in accordance with the Tax Convention between Japan and Denmark, and the rules of the Ministry of Foreign Affairs of Denmark.
- Non-Japanese nationals may need to change status of residence in Japan, depending on their current status.

Application and recruitment process

To apply for the position, please send your application (cover letter, CV, proof of relevant qualifications, education, recommendations and 2-3 references) in English to the Royal Danish Embassy at tyoamb@um.dk marked "Application for position Executive Driver" and your name in the subject line.

The Embassy attaches great importance to equal opportunities for all and therefore welcomes applications from all qualified persons regardless of race, sex, religion, age or disability.

Selected candidates will be invited for interviews taking place continuously and a final decision could be made right after the deadline for applying.

Questions

For any questions regarding the position, please contact tyoamb@um.dk.

About us

The Royal Danish Embassy in Tokyo is part of the Danish Foreign Service. The Embassy covers Japan. The Embassy is an ambitious, high-paced and dynamic workplace with approximately 30 staff members, some posted from the Danish Ministry of Foreign Affairs and some locally employed. The Embassy is designated as Climate Frontrunner Embassy and attaches great importance to sustainable development in our activities.

For more information about the Embassy, see <https://japan.um.dk/en>.