

Recruitment Sheet for Program Coordinator (The Japan Foundation, New Delhi)

The Japan Foundation, New Delhi is looking for a program coordinator to work for our Japanese Studies and intellectual exchange programs. We are looking for a young Indian who is interested in supporting and promoting Japanese Studies in India. This position is for someone who wants to gain experience of working with Japanese people in a Japanese organization. We are looking forward to your entry!

1. Working Location

The Japan Foundation, New Delhi
5-A, Ring Road, Lajpat Nagar-IV, New Delhi 110024

2. Eligibility

- 1) Graduate/ Post Graduate degree in Arts, Japanese Language, Japanese Studies, International affairs and Public Relations will be preferred.
- 2) Living in Delhi/NCR region.
- 3) Japanese-Language Proficiency Test (JLPT) **N3** holder.
- 4) Good communication and task management skills
- 5) Basic PC skill such as using Microsoft Word and Excel, using E-mail and Internet Searching, SNS etc.
- 6) Can work from April 22nd.

3. Working Schedule

From Monday to Friday, Fulltime (9:30 to 17:30, 13:00-14:00 lunch)

*Business Trips, Working on Weekends and overtime on weekdays will also happen sometimes.

4. Job Description

Main task will be to assist works of Director, such as following.

- 1) Coordinating the Japanese Studies & intellectual exchange programs such as symposium, conference and fellowship program.
- 2) Assisting Arts & Cultural exchange programs such as Japanese film screening.

- 3) Administrative works and arrangements of Director such as air ticket and hotel bookings for conference and business trip.
- 4) Communication with institutions we work with.

5. Salary

INR 25,000~ per month.

*TDS 10% will be deducted.

6. Notes

Personal communication is not allowed and all the enquiries shall be entertained through emails only.

7. How to apply

Please send your CV (English or Japanese) to following contact person by email. Any format is fine. Please attach softcopies of the documents below.

- 1) Your picture
- 2) Certificate of graduate/ post graduate degree
- 3) “JLPT Certificate of Result and Scores”

Once your CV is selected, interviews at The Japan Foundation, New Delhi will be conducted.

8. Contact Person

Aoi ISHIMARU

The Japan Foundation, New Delhi

Director, Arts/Cultural exchange & Japanese Studies/Intellectual Exchange

Email: aoi.ishimaru@jfindia.org.in