

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

The Japan Foundation, New Delhi is looking for a program officer to work for programs related to Japanese Film. We are looking for a person who is interested in promoting Japanese Film in India. This position is for someone who wants to gain experience of working as a pioneer in the field of Japanese film in India. 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) Having experience of working as a program coordinator in some film festivals or the company related to film industry for 5 years or more, will be preferred.
- 2) Graduate/ Post Graduate degree in Arts, Mass Communication, Public Relations, will be preferred.
- 3) Living in Delhi/NCR region.
- 4) Skill of Hindi and English are necessary.
- 5) Good communication and task management skills
- 6) Basic PC skill such as using Microsoft Word and Excel, using E-mail and Internet Searching, SNS etc.
- 7) 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 Japanese film festivals.
- 2) Programming some events related to the festivals
- 3) Marketing research for the festivals.

- 4) Communication with people from film industry we work with.
- 5) Miscellaneous duties related to work.

5. Salary

INR 40,000~ per month.

(Depending on the skill and experience, the total amount can be consulted).

*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 softcopies of the documents below by email.

- 1) Entry Form
- 2) Certificate of graduate/ post graduate degree
- 3) Certificate of working experience
- 4) Your picture
- 5) Recommendation Letter (not mandatory)

Once your entry form 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