

## **Recruitment Sheet for Assistant Staff (The Japan Foundation, New Delhi)**

The Japan Foundation, New Delhi is looking for an assistant staff who can support our Japanese Language team. We are looking for a young Indian (Age between 20 and 25), who is learning Japanese, and who is interested in learning/teaching Japanese and Japanese culture.

Please read the following instructions carefully. 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) Indian with JLPT N4 or higher.
- 2) Age between 20 and 25.
- 3) Living in Delhi/NCR region.
- 4) Who can work from October 21, 2019.
- 5) Who can understand and converse basic Japanese.
- 6) Who can use Microsoft Office (Mainly WORD and EXCEL)

### **3. Working Schedule**

- Fulltime (From Monday to Friday, 9:30 to 17:30, 13:00-14:00 lunch)
- Sometime weekend duties and overtime duties will be assigned

### **4. Duration of Contract**

- This post is for two years (until October 20, 2021)
- Contract will be renewed at beginning of every fiscal year in April.

### **5. Contents of Work**

Main task will be to assist works of Japanese language advisors, such as following.  
(During work, Japanese will be preferred to be used and spoken.)

- 1) Support works of Japanese language advisors such as travel arrangements (air

ticket and hotel bookings) for seminars and workshops.

- 2) Administrative and assisting works of Japanese Language Team  
(Preparing documents, coordinating meetings, etc)
- 3) Assisting works of JF Koza (Japan Foundation' s Language and Culture Course)
- 4) Communication with institutions which Japan Foundation works with.

## 6. Salary

INR 20,000 per month (TDS will be applicable).

## 7. How to Apply

- 1) Please send your CV (English or Japanese) to following contact person by email **by October 6.** Any format is fine, but please attach your photo.
- 2) Once your CV is selected, interviews at The Japan Foundation, New Delhi will be conducted in the early October
- 3) Please note that in the interview, small WORD and EXCEL work will be assigned to check your competence with PC.).

## 8. Notes

This position is for someone who wants to gain experience of working with Japanese people in a Japanese organization. Please note that this is NOT a permanent position as mentioned above point 4.

## 9. Contact Person

Kousuke NOGUCHI (MR)

Director, Japanese Language & Japanese Studies/Intellectual Exchange

The Japan Foundation, New Delhi

Email: [query@jfindia.org.in](mailto:query@jfindia.org.in)