

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 and PR team. We are looking for a young Indian (Age between 20 and 25), who is learning Japanese, and who is interested in learning/teaching/promoting 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 April 1, 2022.
 - 5) Who can understand and converse basic Japanese.
 - 6) Who can use Microsoft Office (Mainly WORD and EXCEL)
- *Who use SNS (Facebook, Instagram and Twitter) usually is most welcome!

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 March 31, 2024)
- 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.
- 5) Support works of PR team (Making/posting SNS articles, making a media list, etc)

6. Salary

INR 25,000 per month (TDS 10 percent will be deducted).

7. How to Apply

- 1) Please send your CV (English or Japanese) to following contact person by email by March 26. Any format is fine, but please attach softcopies of the documents below.
 - Your photograph (head-shot)
 - JLPT Certificate of Result and Scores
 - Your SNS account information (if any)
- 2) Once your CV is selected, interviews at The Japan Foundation, New Delhi will be conducted.
- 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

Yuka HAYAKAWA (Ms.)

Director, Japanese Language & Japanese Studies/Intellectual Exchange

The Japan Foundation, New Delhi

Email: yuka.hayakawa@jfindia.org.in