

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

The Japan Foundation New Delhi is looking for a “PR Coordinator” on a contract basis stated as under. We are looking for a young Indian who is interested in not only doing experiments with different approaches as PR staff but also supporting the promotion of Japanese culture and language. This position is suitable for someone who wants to gain experience in 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. Job Description

PR & Communication Tasks for all of the programs conducted by the office, such as

- 1) Communicate with the public through Website or SNS(Facebook, Instagram, WhatsApp, YouTube, Twitter)
- 2) Develop media relations and coordinate with the press or journalists for media coverage (e.g. Sending Press Release)
- 3) Unify the design of PR materials (Flyer/Poster/Pamphlet)
- 4) Publish the JFND Mail Magazine monthly
- 5) Manage the mailing list (postal/e-mail) and VIP guest list
- 6) Other PR Related works

Although the task will be under supervision and direction of the senior officers who produces the programs/events, it is much encouraged for the person to take active part in charge as well as to develop new ideas and to contribute to more effective work.

3. Eligibility

- 1) Basic knowledge of SNS mentioned above and creativity
- 2) Basic PC skill such as using Microsoft Word and Excel, using E-mail and Internet.
- 3) Graduate/ Post Graduate degree in Journalism, Media Studies is preferred.
- 4) Working experience in the field of Public Relations is preferred.
- 5) Having knowledge of WordPress is preferred.
- 6) Having knowledge of Adobe Illustrator is preferred.

- 7) Having good communication skill with the press and the PR team members.
- 8) English and Hindi fluency.
- 9) Living in Delhi/NCR region.
- 10) Can work from June 1st.

4. Working Schedule

From Monday to Friday, Fulltime (9:30 to 17:30 including 1 hour lunch break)

*Business Trip and Working on Weekends or overtime on weekdays will also happen sometimes.

5. Salary

INR 33,000 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. Deadline for the application

May 16th (Mon), 2022

Procedure: After being selected, the candidates will be called for an interview in the 3rd week of May.

8. Documents to be submitted

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

9. Contact Person

Aoi ISHIMARU

The Japan Foundation, New Delhi

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