

## **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, 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) Japanese-Language Proficiency Test (JLPT) **N3 holder** or above.
- 2) Living in Delhi/NCR region.
- 3) Having Good communication and task management skills
- 4) Having Basic PC skills such as using Microsoft Word and Excel, using E-mail and Internet Searching, SNS etc.
- 5) Can work as soon as possible.

### **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. Job Description**

Main task will be to coordinate Japanese Language programs.

- 1) Administrative works about [Japanese language course \(JF Koza\)](#), run by the Japan Foundation, and [JF Chatroom](#).
- 2) To do all types of secretarial work including assignments in Japanese Language Programs as and when required.

### **5. Salary**

INR 35,000~ 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 contacts by email. Any format is fine. Please attach softcopies of the documents below. Deadline of application is **January 31 at 5 p.m. (IST)**.

- 1) Your portrait
- 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 (Please mention all the following three email address)

Yuka Hayakawa (Ms.) [Yuka\\_Hayakawa@jpf.go.jp](mailto:Yuka_Hayakawa@jpf.go.jp)

Taisei Toyomaru (Mr.) [Taisei\\_Toyomaru@jpf.go.jp](mailto:Taisei_Toyomaru@jpf.go.jp)

JF Koza team [jfkoza@jpf.go.jp](mailto:jfkoza@jpf.go.jp)