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**Recruitment Sheet for Staff**

**(The Japan Foundation, New Delhi）**

The Japan Foundation, New Delhi is looking for a program coordinator who can support our Japanese Language team. We are looking for a qualified and motivated Indian, who is a learner of Japanese-language, 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

A-13, Green Park, Aurobindo Marg, New Delhi – 110016

1. **Eligibility**
2. Age 22 and over
3. Japanese-Language Proficiency Test (JLPT) **N3 holder** or higher.(N2 or higher is preferred)

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 (Mid of June).

6) Graduate degree in Japanese language/East Asian Studies is preferred.

7) Working experience as a coordinator is preferred.

1. **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

1. **Job Description**

Main task will be to coordinate Japanese Language programs.

1. To co-ordinate Japanese Language Programs with Japanese Language Experts and compile the necessary data as required
2. To do all types of secretarial work
3. **Salary**

INR 36,000～ per month.

\*TDS 10% will be deducted.

1. **Notes**

Personal communication is not allowed, and all the enquiries shall be entertained through emails only.

1. **How to apply**

Please send your CV (English or Japanese) to following contact person by email. Any format is fine. Please attach softcopies of the documents below.

1. Your picture
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.

1. **Contact Person**

Taisei Toyomaru

The Japan Foundation, New Delhi

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