

Recruitment Notice for Japanese Language Projects

The Japan Foundation New Delhi (JFND) is looking for a Program Coordinator for the Japanese Language Projects on a contract basis. We are seeking a candidate who is passionate about Japan and Japanese language education. We look forward to your application!

1. Working Location

The Japan Foundation, New Delhi
A-13, Green Park, Aurobindo Marg, New Delhi - 110016

2. Job Description

- General office work (emails, phone calls, document preparation, travel arrangements, external communications, etc.).
 - PR work for the promotion of Japanese language education.
 - Logistical coordination for Japanese language education programs.
 - Supporting Japanese language education specialists in their activities.
 - Attending to other duties assigned by the Japan Foundation from time to time.
 - Performing other related duties incidental to the described work as may be assigned or delegated.
 - Diligently carrying out any additional responsibilities or tasks assigned by management or a superior.
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3. Eligibility

1. Must be a university graduate.
 2. Prior experience working with Japanese colleagues is desirable.
 3. Proficiency in IT skills and familiarity with office equipment and systems.
 4. Strong communication skills and the ability to work with diverse individuals and needs.
 5. Fluency in English and Hindi. JLPT N3 or higher is required.
 6. Must be residing in the Delhi/NCR region.
 7. Available to start working from April 21st, 2025.
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4. Working Schedule

- Monday to Friday, Full-time (09:30 to 17:30, including a 1-hour lunch break).
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5. Salary

- INR 37,000 per month ~ (*Depending on your experience*)
 - *TDS of 10% will be deducted.*
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6. Notes

- Personal communication regarding the recruitment process is not allowed. All communication shall be conducted via email only. Please send an email to all three mentioned in 9. contact person.
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7. Deadline for Application

- March 30th (Sunday), 2025
 - Selection Process: Shortlisted candidates will be contacted for an interview.
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8. Documents to be Submitted

1. CV (Free Format).
 2. Certificate of Graduation.
 3. JLPT Marksheet and Certificate.
 4. Passport Copy, if any ※There is a possibility of overseas business trips.
 5. Photo with white background.
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9. Contact Person

- Ms. Meeli Khuraijam
Email Id: Meeli_Khuraijam@jpf.go.jp
 - Mr. Praveen Rawat
Email Id: Praveen_Rawat@jpf.go.jp
 - Mr. Taisei Toyomaru
Email Id: Taisei_Toyomaru@jpf.go.jp
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