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Cultural Exchange in Vietnam | assistant program officer



JAPAN FOUNDATION

The Japan Foundation Center for Cultural Exchange in Vietnam is looking for an Assistant Program Officer whose task is mainly in (but not limited to) the field of Japan Studies and Arts & Culture to plan and coordinate such cultural events mentioned above, as well as to ensure the smooth running of the various programmes and projects of the Center.

The Japan Foundation is Japan's principal organisation for promoting international cultural exchange. Opened in 2008, the Japan Foundation Center for Cultural Exchange in Vietnam (hereinafter called "the Center"), one of the foundation's newest overseas offices, has been enthusiastically implementing a diverse range of cultural activities including art, culture and society, and coordinating various programs supporting Japanese language education and Japan studies, in cooperation with the Vietnamese counterparts.

Qualifications:

- Age less than 30 with Vietnamese nationality
- Holding a Bachelor degree in relevant field
- Holding a Master degree in relevant field is an advantage
- A strong command of Japanese and English in the following combinations:

- 1) Japanese (JLPT N1 or Level 1) and English (IELTS 6.0 or TOEIC 730) or
- 2) English (IELTS 7.0 or TOEIC 880) and Japanese (JLPT N2 or Level 2)
- Strong and enthusiastic interest in Japanese arts and culture
- Relevant interest in academic research in the field of Japan Studies
- Excellent computer skills and web literacy
- Good team player with strong interpersonal skills
- Excellent communication skills to diplomatically handle sensitive situations with fellow partners and cultivate productive relationships
- A good attitude to warmly welcoming guests

Working conditions:

- Working days: (Basically) Monday to Friday
- Working time: 08:30 to 17:30
- Salary: Upon negotiation (within a modest scale)
- Benefits: 12 days of annual leave, 3 days of summer leave, a social and health insurance.

How to apply:

Please send the following documents by mail or e-mail by **Friday 12 April 2013**. Only short-listed candidates will be contacted for an interview and written examination.

- CV (in English or Japanese)
- Copy of ID certification
- Copies of certification of completion of relevant degree(s)
- Two photographs of the face (4 x 6 cm, recently taken one)
- Copies of documents to certify the level of foreign language(s) (if any)
- One short essay (two A4 papers, in English or Japanese) on your motivation to apply

For more details, please download:

[English](#)

[Japanese](#)

Attention: Mr. Yoshioka
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