

# JOB OPPORTUNITY @ JFKL

Job Location	国際交流基金クアラルンプール日本文化センター The Japan Foundation, Kuala Lumpur 18 <sup>th</sup> Floor, Northpoint Block B, Mid-Valley City, No. 1 Medan Syed Putra, 59200 Kuala Lumpur
Job Title	Assistant Coordinator of NIHONGO(Japanese-Language) Partners Program »contract basis [About NIHONGO Partners Program, please refer to <a href="https://ifac.jp/en/">https://ifac.jp/en/</a> ]
Job Description & Conditions	1. Job Description (1) Assisting in planning and implementation of events and projects relating to NIHONGO Partners Program (instruction / orientation/ briefing, school visit (including visit to local cities/towns) etc.) (2) Assisting in office administration works (travel arrangement, attending telephone /email inquiry, letter/report writing in English, providing support for Arts and Culture department's projects etc.) (3) Assisting in the operation of the library of the Japan Foundation, Kuala Lumpur. (4) Miscellaneous duties 2. Working Day and Time Monday to Friday 8:30~16:30 (Lunch Time 12:30~14:00) » Occasionally working on weekends may be required and will be compensated by either replacement leave or overtime pay » Overtime work may be required during busy time (overtime will be paid) 3. Other Conditions (1) Salary: RM 2,500-3,200/month (depending on qualification and experiences) (2)Holidays: Saturday and Sunday, and other holidays determined by JFKL (3) Leave: Annual Leave 14 days, Medical Leave 14 days per fiscal year (4)Entitlement include personal/accident insurance, transportation allowance, EPF, SOCSO, EIS and other additional benefits to the employees.
Commencement of Work	By 6 April, 2020
Requirement	1. Malaysian citizen and in good health 2. Possess a Diploma or Degree 3. At least a year of working experience 4. English proficiency for business communication, writing letters and composing speeches 5. Japanese language proficiency for basic business conversation (equivalent JLPT N4 and above) 6. Skills in MS Word and MS Excel is indispensable 7. Have an interest in Japanese culture and language ※ Having related work experience will be given preference
Application/ Closing Date	Send full CV (with recent photo) to <a href="mailto:hrjld@jfk.org.my">hrjld@jfk.org.my</a> by <b>Sun, 22 March, 2020</b>
Procedure	Shortlisted candidates will be notified for Interview by Tuesday <b>24 March, 2020</b> . Interview and test for the shortlisted candidates will be held on <b>25, 26 or 27 March, 2020</b> .
Application/ Contact	The Japan Foundation, Kuala Lumpur 18 <sup>th</sup> Floor, Northpoint Block B, Mid-Valley City, No. 1 Medan Syed Putra, 59200 Kuala Lumpur TEL: 03-2284 7228 FAX: 03-2287 5859 E-mail: <a href="mailto:hrjld@jfk.org.my">hrjld@jfk.org.my</a> Website: <a href="http://www.jfkl.org.my">http://www.jfkl.org.my</a>