

**JOB OPPORTUNITY @ JFKL**

<b>Job Location</b>	<b>The Japan Foundation, Kuala Lumpur (JFKL)</b> 国際交流基金クアラルンプール日本文化センター
	18th Floor, Northpoint Block B, Mid-Valley City, No. 1 Medan Syed Putra, 59200 Kuala Lumpur
<b>Job Title</b>	<b>Assistant Administrative Officer (Contract Basis)</b>
<b>Job Description</b>	<ol style="list-style-type: none"> <li>1. Assisting in planning and implementing cultural/educational events as well as projects related to NIHONGO Partners Program, by coordinating the Japanese Language Department and the Cultural Affairs Department.</li> <li>2. Assisting in office administration duties such as travel arrangement, attending to telephone/email inquiries, official letter/report writing, etc.</li> <li>3. Assisting in the operation of the library of the Japan Foundation, Kuala Lumpur.</li> <li>4. Other miscellaneous duties when necessary.</li> </ol>
<b>Commencement of Work</b>	<b>From August 2024 (negotiable)</b>
<b>Conditions</b>	<b>1. Working Day and Time</b> Monday to Friday 8:30 – 16:30 (Lunch Time 12:30 – 14:00) (A) Occasionally working on weekends may be required and will be compensated by either replacement leave or overtime pay. (B) Overtime work may be required and will be fully paid according to Malaysian Employment Act.
	<b>2. Other Conditions</b> (A) Salary: RM3,000 – RM4,000 (Based on qualification and experiences) (B) Holidays: Saturday and Sunday, and other holidays determined by JFKL. (C) Leave: Annual Leave 14 days, Medical Leave 14 days for the first 2 fiscal years. (D) Entitlement includes personal/accident insurance, transportation allowance, EPF, EIS, SOCSO and other additional benefits to the employees.
<b>Eligibility / Requirements</b>	<ol style="list-style-type: none"> <li>1. Malaysian citizen and in good health.</li> <li>2. Possess a Diploma or Degree.</li> <li>3. Proficient in English and Malay Language for business communication, writing official letters and composing speeches.</li> <li>4. Preferably proficient in Japanese language for basic conversation (equivalent to JLPT N4 and above).</li> <li>5. Skills in using MS Word, MS Excel and MS Outlook is indispensable.</li> <li>6. Have an interest in Japanese culture and language.</li> <li>7. At least one year of working experience – proven work experience in or with non-profit organization, academic institutions or governmental agency/department would be an advantage.</li> <li>8. Pleasant and friendly personality with a sense of professionalism.</li> <li>9. Independent worker and a reliable team player with good time management skill.</li> </ol>
<b>Application / Closing Date</b>	Complete the Application Form and send it with your Full CV to <a href="mailto:kl_saiyo@jpf.go.jp">kl_saiyo@jpf.go.jp</a> with the title <b>Job Application_Assistant Administrative Officer</b> by <b>17 June 2024</b> . <b>(1) Application Form (with recent photo) <a href="#">Download Here</a></b> <b>(2) Full CV</b>

<b>Procedure</b>	Shortlisted candidates will be notified for an interview <b>by 25 June 2024</b> . The interview and a written test for the shortlisted candidates will be held on <b>27 &amp; 28 June 2024 (unless otherwise arranged)</b> .
<b>Contact</b>	<b>The Japan Foundation, Kuala Lumpur</b> 18th 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:kl_saiyo@jpf.go.jp">kl_saiyo@jpf.go.jp</a> Website: <a href="http://www.jfkl.org.my">http://www.jfkl.org.my</a>