

JOB OPPORTUNITY @ JFKL

Job Location	The Japan Foundation, Kuala Lumpur (JFKL) 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
Job Title	Assistant Programme Officer >> Contract Basis
Job Description	<ol style="list-style-type: none">1. Assisting in planning and implementing JFKL projects related to International Relations, Area studies, Comparative culture.2. Assisting in office administration duties such as travel arrangement, attending to telephone/email inquiries, official letter/report writing, etc.3. Other miscellaneous duties when necessary4. For this position, it is much encouraged for the person to take active part in responsibly as well as to develop new ideas and to contribute to working effectively.
Commencement of Work	From August 2024 (negotiable)
Condition	1. 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 and will be fully paid according to Malaysian Employment Act
	2. Other Conditions (1) Salary – RM3,000-RM 4,000 (Based 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 for the first 2 fiscal years (4) Entitlement includes personal/accident insurance, transportation allowance, EPF, EIS, SOCSO and other additional benefits to the employees.
Eligibility / Requirements	<ol style="list-style-type: none">1. Have a strong interest in cultural projects and projects in international relations.2. Malaysian citizen and in good health3. Possess a degree and experience in full-time position over 2 years.4. Age: 24 to 35 (negotiable).5. Language: Fluent in English and Bahasa Malaysia, both writing and

	<p>speaking. (Japanese, Chinese and other languages abilities would be an advantage.)</p> <p>6. Having related experience working in the project related International Relations, Area studies, Comparative culture will be given preference.</p> <p>7. Good communication and task management skills, problem solving skills</p> <p>8. Skills in MS Word and MS Excel, MS Power Point is indispensable</p> <p>9. Pleasant and friendly personality with a sense of professionalism</p> <p>10. Independent worker and a reliable team player with good time management skill.</p>
Application / Closing Date	<p>Complete the Application Form and send it with your Full CV to kl_saiyo@jpf.go.jp with the Title Job Application_Assistant Program Officer by 17th June 2024.</p> <p>(1) Application Form (with recent photo) Download Here</p> <p>(2) Full CV</p>
Procedure	<p>Shortlisted candidates will be notified for Interview by 25th June 2024. Interview and written test for the shortlisted candidates will be held on 27th & 28th June 2024 (unless otherwise arranged).</p>
Contact	<p>Cultural Affairs Department, The Japan Foundation, Kuala Lumpur 18th Floor, Northpoint Block B, Mid-Valley City, No. 1 Medan Syed Putra, 59200 Kuala Lumpur TEL: 03-2284 7228、 FAX: 03-2287 5869 E-mail: kl_saiyo@jpf.go.jp</p> <p>Website: www.jfkl.org.my</p>