

JOB OPPORTUNITY @ JFKL

Job Location	The Japan Foundation, Kuala Lumpur (JFKL)
	18th Floor, Northpoint Block B, Mid-Valley City, No. 1 Medan Syed Putra, 59200 Kuala Lumpur
Job Title	Programme Officer
Outline of the position/ Job Content	<p>The position is to be in charge of the administration and programming work at the Cultural Affairs Department of the Japan Foundation. The work involves working with various arts and creative industry sectors.</p> <p>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.</p> <p>[Programming and Coordination of JFKL Program]</p> <p>In charge of administrative works such as planning, implementing, and reporting of JFKL programs in the field of performing arts, visual arts, film as well as other cultural events.</p>
Commencement of Work	From August 2024 (negotiable)
Condition	1. Working Day and Time Monday to Friday 8:30 to 16:30 (Lunch Time 12:30 to 14:00) Working on weekends may be required depending on the events/projects schedule 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 Condition (1) Salary – RM3,200-RM 4,200 (Based on qualification and experience) (2) Holidays: Saturday and Sunday, and other holidays determined by JFKL. (3) Leave: Annual Leave 14 days, Medical Leave 14 days for the first fiscal 2

	<p>years.</p> <p>(4) Entitlement includes personal/accident insurance, transportation allowance, EPF, EIS, SOCSO and other additional benefits to the employees.</p>
Eligibility / Requirements	<ol style="list-style-type: none"> 1. Have a strong interest in Arts and Culture 2. Malaysian citizen and in good health 3. 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 speaking. (Japanese, Chinese and other languages abilities would be an advantage.) 6. Having related experience especially in the areas below will be given preference. [Arts and Cultural Sector (Performance / Visual Arts / Film etc.), Cultural or International Agency, Governmental Institution] 7. Good communication and task management skills, problem solving skills 8. Basic computer skill 9. Pleasant and friendly personality 10. Independent worker and a good team player
Application / Closing Date	<p>Send below FULL CV and Application Form to kl_saiyo@jpf.go.jp with the Title Job Application by 19th May 2024.</p> <p>(1) Full CV (Please include full name, address, recent photo, age, full academic and work history and expected salary)</p> <p>(2) Application Form</p>
Procedure	<p>Shortlisted candidates will be notified for Interview by 23th May 2024.</p> <p>Interview for the shortlisted candidates will be on 27th & 28th May 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>