

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	Program Coordinator
Job Description	<ol style="list-style-type: none"> 1. Coordinating administrative works for Japanese Language Courses of the Japan Foundation, Kuala Lumpur including the promotion plan, registration process, attending enquiries, issuance of certificates, etc. 2. Coordinating public relations and promotional activities for projects/events relating to Japanese language education including through official website and social media. 3. Assisting in implementation of projects/events relating to Japanese language education such as seminar, workshops, contest, visit, etc. 4. Assisting in office administration duties such as arrangement of the monthly meeting, shipping and receiving documents, attending to telephone/email inquiries etc. 5. Assisting in the operation of the library of the Japan Foundation, Kuala Lumpur. 6. Other miscellaneous duties when necessary.
Commencement of Work	From April 2025 (negotiable)
Conditions	1. Working Day and Time Tuesday to Friday 10:30~18:30 (Lunch Time 12:30~14:00) Saturday 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.
	2. Other Conditions (A) Salary: RM3,000 – RM4,000 (Based on qualification and experiences) (B) Holidays: Sunday and Monday, 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.
Eligibility / Requirements	<ol style="list-style-type: none"> 1. Malaysian citizen and in good health. 2. Possess a degree. 3. At least two years of working experience – proven work experience in or with non-profit organization, academic institutions or governmental agency/department would be an advantage. 4. Proficient in English and Malay Language for business communication, writing official letters and composing speeches. 5. Preferably proficient in Japanese language for a daily conversation (equivalent to JLPT N3 and above). 6. Skills in using MS Word, MS Excel and MS Outlook is indispensable. 7. Skills in copywriting and graphic design using Canva, Adobe Photoshop or such would be an advantage.

	<p>8. Have an interest in Japanese culture and language.</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_hrjld@jpf.go.jp with the title Job Application_Program Coordinator by 16 February 2025.</p> <p>(1) Application Form (with recent photo) Click Here</p> <p>(2) Full CV</p>
Procedure	<p>Shortlisted candidates will be notified for an interview by 21 February 2025. The interview and a written test for the shortlisted candidates will be held on 24 & 25 February 2025 (unless otherwise arranged).</p>
Contact	<p>The Japan Foundation, Kuala Lumpur 18th Floor, Northpoint Block B, Mid-Valley City, No. 1 Medan Syed Putra, 59200 Kuala Lumpur</p> <p>TEL: 03-2284 7228 FAX: 03-2287 5859</p> <p>E-mail: kl_hrjld@jpf.go.jp Website: http://www.jfkl.org.my</p>