

# 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	<b>Program Officer/ Senior Program Officer</b>
Job Description	To assist the Head of Japanese Language Department(JLD) in the development, planning, implementation and assessment of the policies, programmes and activities of JFKL to meet the needs of the Japanese Language Education in Malaysia and enhance its development as well as in some administration and liaison matters. This include (but not limited to): - (1) Keeping abreast of the latest development of the Japanese Language Education in Malaysia; (2) Working very closely with JFKL working partners (such the Ministry of Education Malaysia, universities, NGOs) to ensure that goal(s) of the programmes undertaken by JFKL are achieved; (3) Maintaining a close relationship with Japanese language teachers in Malaysia so as to understand and (where possible) help resolve issues and challenges faced by them; (4) Working closely with all levels of JFKL staff to ensure that all its programmes are implemented effectively and efficiently; (5) Corresponding with Japanese language specialists (such as professors at universities in Japan) as well as counterparts at the head office of the Japan Foundation, its overseas offices and affiliated organizations related to projects or work.
Commencement of Work	By mid-October , 2019
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 during busy time (overtime will be paid) 2. Other Condition (1)Salary: RM 3,000-5,000/month (depending on qualification and experiences) (2)Holidays: Saturday and Sunday, and other holidays determined by JFKL (3) Leave: Annual Leave 8 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.
Requirement	1. Malaysian citizen and in good health 2. A degree holder with a good understanding of the Japanese Language Education in Malaysia as well as the Malaysian education system; 3. A good command in both oral and written communicative English and Japanese (preferably JLPT N2 level or above); 4. Work experience in or with non-profit organization, academic institutions or governmental department would be an advantage 5. Good management, listening and problem solving skills and computer literate 6. Independent worker and a good team player 7. Pleasant and friendly personality
Application/ Closing Date	Complete the <a href="#">application form</a> and send it to <a href="mailto:hrjld@jfk.org.my">hrjld@jfk.org.my</a> by <b>Sunday, Sept 22, 2019.</b>
Procedure	Shortlisted candidates will be notified for Interview by <b>Tuesday Sept 24, 2019.</b> Interview and test for the shortlisted candidates will be held on <b>Sept 26 or 27, 2019.</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 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>