

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 (Arts and Culture)
Outline of the position / Job Content	<p>This position is in charge of administrative and programming works, which involve planning, developing, coordinating, implementing and reporting of JFKL programmes relating to the fields such as performing arts, visual arts, film, literature etc., in view of enhancing warm relationship and promoting mutual understanding between Malaysia and Japan through arts and culture.</p> <p>In addition, proactive attitude in building networks and expanding knowledge on the related fields, excellent task management and communication skills are also required to this position.</p> <p>Other general clerical duties to include but not limited to; attending guests, packing envelops/parcels, copying, filing, data entry and any other assignments/tasks on a wide variety of issues as requested by the supervisors.</p>
Commencement of Work	From 18 June 2021 (negotiable)
Condition	<p>1. Working Day and Time</p> <p>Monday to Friday, 8:30 AM to 4:30 PM (Lunch Time 12:30 PM to 2:00 PM)</p> <p>*Working on weekends may be required depending on the events/projects schedule and will be compensated by either replacement leave or overtime pay.</p> <p>*Overtime work may be required and will be fully paid according to Malaysian Employment Act.</p>
	<p>2. Other Condition</p> <p>(1) Salary – RM 3,800 max (Based on qualification and experience)</p> <p>(2) Holidays: Saturday and Sunday, and other holidays determined by JFKL</p> <p>(3) Leave: Annual Leave 14 days, Medical Leave 14 days per fiscal year</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 strong interest in Arts and Culture in general 2. Malaysian citizen and in good health 3. Possess a Degree or Diploma, or equivalent working experience 4. Language: Fluent in English and Bahasa Malaysia, both writing and speaking (Japanese and other languages abilities would be an advantage) 5. Good communication, task management and problem solving skills 6. Basic computer skill (Microsoft Word, Excel and PowerPoint) 7. Independent worker and a good team player 8. Have related experience especially in the Arts and Cultural Sector (Performing Arts / Visual Arts / Film etc.) will be given preference
Application / Closing Date	Complete the application form and send it together with the full CV to saiyo@jfkf.org.my with the title “ Job Application ” by 10 May 2021 .
Procedure	Shortlisted candidates will be notified by 17 May 2021 for Interview and Writing test. Interview and Writing test for the shortlisted candidates will be on 19 & 20 May 2021 (unless otherwise arranged).
Contact	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 6228、 FAX: 03-2287 5859 E-mail: saiyo@jfkf.org.my Website: www.jfkf.org.my