

VACANCY ANNOUNCEMENT

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| Number of vacancy: | 1 |
| Positions and fields: | Program Officer or Assistant Program Officer Exchange projects in the fields of arts and culture |
| Duty station: | Bangkok, Thailand |
| Expected start day: | Upon consultation |
| Type/Duration of contract: | Permanent (with 90 days of a probation period) |

The Japan Foundation is Japan's principal organization for promoting international cultural exchange. Opened in 1974, the Japan Foundation, Bangkok (hereinafter called "JFBKK") has been enthusiastically implementing a diverse range of cultural activities including art, culture and society, and coordinating various programs supporting Japanese language education and Japanese studies, in cooperation with the Thai fellow counterparts.

We are looking for Program Officer or Assistant Program Officer who is in charge of following tasks but not limited to.

- Administrative works for implementing arts and culture projects, with a particular focus on, but not limited to, Performing Arts, Music, Contemporary Art, such as communicating with co-organizing staffs and/or involved creators/staffs to realize the projects, coordinating logistics, promoting the projects by arranging and writing PR materials
- Managing the JFBKK's grant programs by processing applications, communicating with prospective applicants and grantees, as well as monitoring the granted events for networking and evaluation
- Assisting supervisors for their better understanding on the Thai arts and culture scene and networking with the fellow partners by gathering and analyzing relevant information as well as by observing and attending related events
- Other occasional tasks assigned by supervisors

Qualifications:

- Age less than 35 (Program Officer) or less than 30 (Assistant Program Officer) with Thai nationality
- Holding a bachelor degree in relevant field
- Holding a master degree in relevant field is an advantage
- An excellent ability in Thai (reading, writing and speaking)
- A strong command of English (equivalent to IELTS 6.5 or TOEIC 750)
- A basic or above command of Japanese is an advantage
- Strong interest in Japanese arts and culture, particularly but not limited to, Performing Arts, Music and/or Contemporary Art

- Having personal networks with the people in the above mentioned fields
- Working experience in the fields of arts management is an advantage
- Excellent computer skills and web literacy
- Good team player with strong interpersonal skills
- Excellent communication skills to diplomatically handle sensitive situations with fellow partners and cultivate productive relationships
- A good attitude to warmly welcoming guests
- Able to work on weekends if requested (with compensation)

Working conditions:

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| [Working days] | (Basically) Monday to Friday |
| [Working hours] | 9:00 to 17:00 |
| [Basic Salary] | JFBKK will offer a suitable position with a relevant salary depending on the applicant's past experiences and an interview result. A) Program Officer 28,000 – 35,000 Baht (Negotiation acceptable with a modest scale) B) Assistant Program Officer 25,000 – 29,000 Baht (Negotiation acceptable with a modest scale) |
| [Benefit] | Commutation allowance, one month bonus per year, a social/health insurance, annual leave (upon the regulation of JFBKK), etc. |

How to apply:

Please send the following documents with a clear indication of your applying position, (A) Program Officer or (B) Assistant Program Officer, by mail or E-mail to us. Only short-listed candidates will be contacted for an interview and written examination. This announcement will be closed as soon as a suitable person is recruited.

- CV (in English or Japanese)
- Copy of ID card or passport
- Copies of certification of completion of relevant degree(s)
- One photograph of the face (4 x 6 cm, recently taken one)
- Copies of documents to certify the level of foreign language(s) (if any)
- One short essay on your motivation to apply
(up to 2 pages of A4 papers in English or Japanese)

Contact Address:

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