

VACANCY ANNOUNCEMENT

Number of vacancy:	1
Positions and fields:	Program Officer or Assistant Program Officer Projects in the fields of Japanese studies and international cultural exchange
Duty station:	Bangkok, Thailand
Expected start day:	Late September to October 2024 (upon consultation)
Type/Duration of contract:	1 – 3 year contract with the possibility of renewal

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 and programming works, which involve planning, developing, coordinating, implementing, promoting and reporting projects in the fields of Japanese studies and international cultural exchange.
- Managing the JFBKK's grant programs by processing applications, communicating with prospective applicants and grantees, as well as monitoring the events for networking and evaluation.
- Assisting supervisors for their better understanding on the topics related to projects 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, including but not limited to, general duties such as attending to guests, packing, copying, filing, data entry, logistics.

Qualifications:

- 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) and Japanese (equivalent to JLPT N3 or Level 3)
- Working experience in the fields of program coordination including academic

research, organizing workshops and training programs, as well as project management is an advantage

- Strong interest in Japanese arts and culture, international cultural exchange.
- Proactive attitude in building networks and expanding knowledge on the related fields
- Ability to manage a large amounts of written data and documentation
- 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/overtime if requested (with compensation)

Working conditions:

[Working days]	(Basically) Monday to Friday
[Working hours]	9:00 to 16:30 (Break 11:30-12:30)
[Basic Salary]	JFBKK will offer a suitable position with a relevant salary depending on the applicant's past experiences and an interview result. Salary ranges as follows, but would vary based on qualifications and experience. A) Program Officer 30,000 – 40,000 Baht B) Assistant Program Officer 25,000 – 30,000 Baht
[Benefit]	Commutation allowance, accident insurance, insurance, OT compensation leave (additional leaves shall be granted according to Thai regulation), etc.

How to apply:

Please send the following documents, by mail or E-mail to us by Wednesday 31 July 2024. Only short-listed candidates will be contacted for an interview and written examination which will be scheduled between 13-16 August 2024.

- 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)

*By submitting your application, you agree to JFBKK's Privacy Notice in the link below. All applications will be treated confidentially and will not returned to the applicants upon their submissions.

[Privacy Notice - The Japan Foundation, Bangkok \(jpf.go.jp\)](http://jpf.go.jp)

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