I Application Details

1 No. of Opening 1

2 Qualifications
   The applicant must satisfy all of the following qualifications.
   1) Must hold a valid visa to work, such as a student visa with work permit or a Specialist in Humanities/International Services visa or has a status of dependent of a Japanese (no work limitations).
   2) Must be an English native and can interpret and translate from Japanese to English and vice versa.
   3) Must have basic operation skills of office equipment

3 Application Procedure
   Please bring or send by registered mail the following documents.
   1) Curriculum Vitae (JIS Standard)
   2) Reason for application **Topic**
      “The Future of International Exchange”
      * Japanese (400 characters) and English version

4 Application Deadline
   Applications must arrive by 17:45 of February 27, 2015 (Friday). Please note that the deadline may be made earlier.
   【Accepting time 9:15-17:45, except Saturday, Sunday and holidays】
   * Applications will be closed when 20 applications have been submitted.

5 Selection
   1\(^{st}\) Screening  Document Screening-Early March
      【Applicants will be informed of the results】
   2\(^{nd}\) Screening  Interview- Mid-March (includes written language test and interview)
      【Applicants will be informed of the results】

II Requirements

1 Employment Period  April 1, 2015-March 31, 2016  (can be discussed)
   (May be renewed yearly if performance is good)

2 Workplace  Osaka Foundation of International Exchange (OFIX)
   5th Floor, MyDome Osaka, 2-5 Honmachi-bashi,Chuo-ku
   Osaka-shi, 540-0029

3 Work Details
   1) Translation of Japanese to English, proof reading and checking of translations into English
   2) Translation of Osaka Invitational Program for Short Term Overseas Trainees in Architecture and Arts Report
   3) Other OFIX work related to the above projects and general office work
### Working Hours
2-3 days a week. The days will be decided after employment. (can be discussed)
9:15-17:45 (Lunch break 45 minutes)

### Day Offs
Saturday, Sunday, National holidays, New Year (Dec. 29-Jan. 3)

### Salary
1) Basic Salary: 1,200 yen/hour (Daily salary: 9,300 yen)
2) Allowances: Transportation
   (max. per day 3,330 yen  max. per month 50,000 yen)
3) Overtime: For work during days off or late night work, overtime pay would be calculated at the rate of 25%
4) Pay Cut-Off: Every end of the month (to be paid on the 17th of the next month)
5) There are no pay increase, bonus of separation pay

### Regarding Resignation
1) Resignation due to personal reasons: Inform the office at least 14 days before resignation
2) Reason and procedures for employment: In accordance with Article27 of the Part-time Worker Office Regulations

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Inquiries
TEL 06-6966-2400  FAX 06-6966-2401
Submit Applications to: Osaka Foundation of International Exchange (OFIX)
5th Floor, MyDome Osaka, 2-5 Honmachi-bashi, Chuo-ku Osaka-shi, 540-0029