Call for Applications for the Position of
Osaka Foundation of International Exchange Coordinator for International Relations

I Application Details

1 No. of Opening

2 Qualifications

The applicant must satisfy all of the following qualifications.

1) Must hold a valid visa to work, such as an Engineer/Specialist in Humanities/International Services visa or has a status that has no work limitations, such as dependent of a Japanese.

2) Must be an English native and can interpret and translate from Japanese to English and vice versa.

3) Must have basic computer skills (Word, Excel, Powerpoint)

3 Application Procedure

Please bring or send by registered mail the following documents.

1) Curriculum Vitae (JIS Standard)

2) Essay Topic

“The Future of International Exchange”

* Japanese (800 characters) and English version (400 words)

4 Application Deadline

Applications must arrive by 17:45 of August 31, 2015 (Monday).

【Accepting time 9:15-17:45, except Saturday, Sunday and holidays】

* Applications will be closed when 20 applications have been submitted.

5 Selection

1st Screening

Document Screening-Early September

【Applicants will be informed of the results】

2nd Screening

Interview- Late September (includes written language test (English and Japanese) and interview)【Applicants will be informed of the results】

II Requirements

1 Employment Period

October 15, 2015-March 31, 2016

(May be renewed yearly up to 4 times 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) Proofreading of English translations of official Osaka Prefectural documents

2) Planning and operation of the International Understanding Education Support Program

3) Work related to the "Osaka Invitational Program for Short Term Overseas Trainees in Architecture and Arts" Project.

4) Translation of OFIX documents to English and other general office work
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<tr>
<td><strong>4 Working Hours</strong></td>
<td>Monday-Friday. 9:00-17:30 (Lunch break 12:15-13:00)</td>
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<tr>
<td><strong>5 Day Off</strong></td>
<td>Saturday, Sunday, National holidays, New Year (Dec. 29-Jan. 3)</td>
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<td><strong>6 Paid leave</strong></td>
<td>10 days (only after working for 6 months or 80% of the specified working days. Based on Standard Labor Law)</td>
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| **7 Salary** | 1) Basic Salary: 300,000 yen  
2) Allowances: Transportation (max. per month 50,000 yen)  
3) No bonus or separation pay  
Overtime: For work during days off or late night work, overtime pay would be calculated at the rate of 25% |
| **8 Others** | 1) Social Insurance, Health Insurance, Pension and unemployment insurance  
2) Accident Compensation Any injuries or disease incurred while commuting to work is covered by the workmen's compensation insurance |

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