Osaka Information Service for Foreign Residents (OIS) is seeking a Filipino interpreter

The Osaka Foundation of International Exchange (OFIX), commissioned by the Osaka Prefectural Government, has set up the Osaka Information Service for Foreign Residents (OIS) to provide a wide range of information, from welfare, housing, education, to resident status. We are currently seeking a Filipino-speaking interpreter.

Job description of an interpreter:
An interpreter must be able to answer calls from the OIS and provide interpretation/consultation, with the help of the Advice Officer stationed at the OIS, to Filipinos who call in for consultation, using a three-way telephone line.

1. No. of interpreters sought: 1 person

2. Application qualifications
* Anybody, regardless of age and nationality, who can speak, listen, read and write Japanese and Filipino and has enough communication skills to perform the job described above.
* Those who have a good understanding and passion for the activities of the OIS.
* Those who have a proper resident status to work as an interpreter (in case an applicant is a foreigner).
* Those who can answer phone calls at home or elsewhere between 9 a.m. to 5:30 p.m. from Monday to Friday and will be living in Osaka and its vicinity for some time.

3. How to apply: Please submit the attached application form either by post or by email, to the below. Be sure to attach a digital face photo to your email application form.

4. Screening schedule:
Primary screening will be conducted based on the application submitted to us. Results will be notified to every applicant. Selected applicants will be notified of the interview date. Second screening (interview) will be given in Filipino and Japanese. Venue for the interview is OFIX (5th floor of Mydome Osaka, 2-5, Honmachibashi, Chuo-ku, Osaka) Results of the interview will be notified to each applicant. The successful applicant will start work following an hour-long orientation session given at our office.

If you have any question, please feel to contact the below:
For inquiry and application:
Osaka Foundation of International Exchange
Project Promotion Group P.I.C  Ms. Kitada
5th Fl. Mydome Osaka, 2-5, Honmachibashi, Chuo-ku, Osaka
〒540-0029
Tel: 06-6966-2400
Fax: 06-6966-2401
Email: jouhou-c@ofix.or.jp
Job description of an interpreter for the Osaka Information Service for Foreign Residents (OIS)

(1) Position/system:
- The Osaka Prefectural Government commissioned the Osaka Foundation of International Exchange (OFIX) to operate the OIS to provide a multi-lingual consultation service by interpreters.
- The OFIX commissions interpreters every year. The newly-selected OIS interpreter commissioned this year will remain in the position until the end of March 2013.
- The number of Filipino interpreters will be two.

(2) Job descriptions:
- Interpreters are expected to answer calls from 9 a.m. to 5:30 p.m. Monday to Friday for interpretation. Consultation/interpretation is given using a three-way telephone line linking an advice officer, an interpreter and a foreigner.
- Weekends and national holidays (plus December 29 and January 3) are closed.
- Interpreter need to provide consultation (interpretation) on various issues including resident status, labor, medical, welfare, and living situation.
- Training seminars and meeting will be given about three times a year.

(3) Renumeration:
Annual registration is 10,000 yen, which is paid together with the March payment. Renumeration of 3000 yen is paid for providing telephone consultation/interpretation for a call lasting 10 minutes or longer and 2000 yen for a call lasting less than 10 minutes. (One-month worth of renumeration is paid in full by bank transfer the following month.)

Gist of the OIS:
Location: Osaka Foundation of International Exchange (OFIX), 5th Fl. Mydome Osaka, 2-5, Honmachibashi, Chuo-ku, Osaka
Hours: 9 a.m. to 5:30 p.m. Mondays to Fridays (closed on national holidays and year-end and new-year holiday)
Telephone Number: 06-6941-2297 (direct)
Languages spoken: English, Chinese, Korean, Spanish, Portuguese, Thai, Filipino, Vietnamese, Japanese,
Homepage: [http:// www.ofix.or.jp/life/top.html](http://www.ofix.or.jp/life/top.html)