



Vacant Post at the Japan Foundation London

Assistant Programme and Administration Officer (1 year fixed term contract which may be renewable)

The Japan Foundation is Japan's principal agent for cultural exchange with other countries.

The Japan Foundation London is seeking to appoint an Assistant Programme and Administration Officer.

The Assistant Programme and Administration Officer will assist the Director-General and his staff in the administration. He or she is mainly expected to work closely with and under supervision of our Senior Arts Programme Officer by providing assistance towards the operation of the Foundation's activities such as grant programmes and in-house projects such as talks, conferences which normally take place in the evening, and other events organised by the Foundation. Duties will also include general administration work such as updating our website, maintaining our mailing database and general reception work.

The post offers considerable scope for someone with initiative, flexibility and a willingness to play a proactive role in this small but busy office. Applicants should be a graduate and have excellent written and spoken communication skills in English (native speaker level or equivalent). Extensive experience of the Microsoft Office package is essential. Familiarity with Microsoft Access and Photoshop is advantageous.

It is desirable to have some experience of living and/or working in either Japan or in a Japanese environment and to have some knowledge of the language. It is an ideal post for those seeking some experience working for a Japanese organisation in the UK and for those interested in Japanese arts, culture, and language.

The deadline for applications is **Monday 19th March 2012**.
Interviews will take place **the week commencing 26th March 2012**.
The post is tenable from mid April 2012.

Salary will be approximately £18-20k depending on experience and qualifications.

The appointment will be on a fixed term contract for one year in the first instance although there may be the opportunity to renew. Applicants must already be eligible to work in the UK.

Please send your CV and covering letter by post to Noboru Futako, Deputy Director at the address below, outlining the reason for your application and your experience and suitability for the role. Applications will only be accepted by post. Should you be unable to apply by post, please contact us before applying.

Enquiries: Please contact Neil Cantwell on 020 7436 6695 or e-mail neil.cantwell@jpf.org.uk

To apply, please send your CV and covering letter to:

Mr Noboru Futako, Deputy Director, Japan Foundation London,
Russell Square House, 10 – 12 Russell Square, London, WC1B 5EH, UK