

Assistant Programme Officer – Position Vacant  
The Japan Foundation, London



Salary: £22k to £29k depending on experience and qualifications

The Japan Foundation is Japan's principal agent for cultural relations between Japan and other countries.

The Japan Foundation, London is seeking to appoint an Assistant Programme Officer to carry out general administration and programming mainly in the area of Japanese Studies and Intellectual Exchange, as well as in Japanese Language Education.

This is a full-time, permanent position, based at our office in London. Applicants must already be eligible to work in the UK.

The post holder will be expected to assist in the processing of grant programmes, as well as in the organising of events relating to Japanese Studies and Japanese Language Education. He or she will also be responsible for much of the office's public relations work, including overseeing the office e-bulletin and website. He or she will be the first point of contact in this office and be involved in publicity activities. As well as assisting the Director General and his staff in the office, he or she will also carry out other administrative duties. Occasionally, assistance beyond his or her main remit may also be required when deemed necessary.

The post offers considerable scope for someone with initiative, flexibility, and a willingness to play a proactive role. He or she should be a good team player. Applicants should have at least an undergraduate degree, and have excellent written and spoken communication skills in English (native speaker level or equivalent). Japanese language ability, to at least N2 (formerly "Level 2") of the Japanese Language Proficiency Test, or equivalent, would be advantageous.

Practical knowledge of the UK higher education system would be advantageous, as well as broad general knowledge of UK policy and practice regarding international cultural and intellectual exchange.

Proven excellent administrative skill and experience in the use of the Microsoft Office package are all essential. The ability to use Photoshop, as well as experience and understanding of CSS and HTML would be desirable.

The deadline for applications is Friday 17<sup>th</sup> September 2021.

Interviews including a brief test in computer skills will take place the week commencing 23<sup>rd</sup> September 2021.

The post is tenable from early October 2021.

Applicants should send a CV by post and covering letter to Mr Kazuya Takahashi at the address below, outlining the reason for your application and your experience and suitability for this position.

Enquiries: please contact Mr Kazuya Takahashi, [kazuya.takahashi@jpf.org.uk](mailto:kazuya.takahashi@jpf.org.uk)

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

Mr Kazuya Takahashi, Deputy Director, The Japan Foundation, London,  
101-111 Kensington High Street, London W8 5SA