

VACANCY ANNOUNCEMENT

Number of Vacancy:	1
Position and Field:	Public Relations Officer
Duty station:	Hanoi, Vietnam
Expected start day:	late November 2024 (upon consultation)
Type/Duration of contract:	1-3 year contract with the possibility of renewal *first 2 months is a probational period

The Japan Foundation is Japan's principal organization for promoting international cultural exchange. Opened in 2008, the Japan Foundation Center for Cultural Exchange in Vietnam (hereinafter called "Center") has been enthusiastically implementing a diverse range of cultural activities including Arts & Culture, and coordinating various programs supporting Japanese Language Education, Japanese Studies and International Dialogs on Social Issues in cooperation with the Vietnamese counterparts.

We are looking for a Public Relations Officer who is in charge of following tasks but not limited to:

1. Developing and improving Center's PR strategies,
2. Building positive relationships with stakeholders, media, and the public,
3. Managing social media accounts,
4. Managing Center's website,
5. Coordinating the design direction of the PR materials such as banners, posters for Center's events, with each section under the supervision of the director,
6. Participating in Center's events and shooting photography of the events,
7. Supporting library and reception tasks in cooperation with the staff in charge,
8. Secretarial tasks in support of the director of Center and,
9. Other occasional tasks assigned by managers, including but not limited to, general duties such as attending guests, packing, copying, filing, data entry, logistics.

Qualifications:

1. Vietnamese nationality
2. Age less than 32

3. Holding a bachelor degree in relevant field
4. Holding a master degree in relevant field is an advantage
5. A strong command of English(equivalent to IELTS 6.5 or TOEIC 750)
6. A basic or above command of Japanese is an advantage
7. Working experience at least 3 years in the fields of public relations
8. Excellent designing skill of PR materials
9. Excellent photography shooting skill
10. Excellent computer skills and web literacy
11. Strong interest in Japanese social issues and Japanese arts and culture
12. Strong interest in reading research papers, journals etc. in various fields
13. Proactive attitude in building networks and expanding knowledge on the related fields
14. Having personal networks with the people in related fields is an advantage
15. Good team player with strong interpersonal skills
16. Excellent communication skills to diplomatically handle sensitive situations with counterparts and cultivate productive relationships
17. A good attitude to warmly welcoming guests
18. Able to work on weekends/overtime if requested(with compensation)

Working conditions:

- Working days: (Basically) Monday to Friday with possibility of working also in weekends for supporting Center's events and library service, with compensation.
- Working time: 08:30 to 17:30 (including 1.5 hours lunch time)
- Duration of Contract: 1 to 3 year contract with the possibility of renewal
- *The first 2 months is a probationary period.
- Salary: Center will offer a suitable salary depending on the applicant's past experiences and an interview result.
- Benefits: 20 days of annual leave, 3 days of summer leave, a social and health insurance and so on.

How to apply:

Please send the following documents by E-mail to us by Sunday 03 November 2024. Only short-listed candidates will be contacted for an interview and written examination.

1. CV (in English or Japanese) with ID photo and SNS account
2. Copy of ID certification
3. Copies of certification of completion of relevant degree(s)
4. Copies of documents to certify the level of foreign language(s), design and photography (if any)
5. 1 essay (maximum of 2 A4 pages/ English or Japanese) on reasons for applying and how you can contribute to improving Center's public relations capabilities
6. 1 PR material designed by the applicant and actually released to public in the past

7. 3 photos taken by the applicant with descriptions (ex. why you chose this photo, which is the most interesting point etc)

Attention: Mr. Osuka *English or Japanese

Address: The Japan Foundation Center for Cultural Exchange in Vietnam

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