

## VACANCY ANNOUNCEMENT

Number of Vacancy:	1
Position and Field:	Assistant Program Officer in the field of Japanese Studies
Duty station:	Hanoi, Vietnam
Expected start day:	Mid-April 2026 (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 Dialogues in cooperation with the Vietnamese counterparts.

We are looking for an Assistant Program Officer who is responsible for the following tasks but not limited to:

1. Administrative and programming works, which involve planning, developing, coordinating, implementing, promoting and reporting related to the Japanese Studies,
2. Conduct comprehensive research and surveys on the current landscape of Japanese Studies in Vietnam,
3. Develop and strengthen professional networks with academic institutions, scholars, and Japanese Studies-related organizations,
4. Interpretation at meetings, translation of documents and,
5. 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. Under 40 years of age
3. Bachelor's degree in a relevant field  
\*Master's degree or higher is an advantage
4. Strong command of Japanese (equivalent to JLPT N2 or above)  
\*Good command of English (equivalent to IELTS 6.0 or TOEIC 700 or above) is an advantage
5. Strong interest in Japanese society and culture
6. Demonstrated ability and proactive engagement in reading research papers, academic journals, and literary works across various fields
7. Proactive attitude toward building professional networks and expanding knowledge in related fields
8. Excellent computer skills and digital literacy
9. Strong team player with excellent interpersonal skills with the ability to handle sensitive situations diplomatically and cultivate productive relationships with counterparts
10. Welcoming and professional attitude toward guests and visitors
11. Willingness to work on weekends or overtime if required (with compensation)

### **Working conditions:**

- Working days: (Basically) Monday to Friday
- 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 22 March 2026.

1. CV (in English or Japanese) with a photograph which includes;  
-Your social media account(if any)  
-Your MBTI personality type  
Ex) <https://www.16personalities.com/free-personality-test>
2. Copy of ID certification
3. Copies of degree certificate(s)
4. Copies of documents to certify the foreign language proficiency (if any)
5. Essay (maximum of 2 A4 pages / English or Japanese) which includes;

- Your motivation for applying
- How your previous experience can be utilized in this position
- How you can contribute to the mission and activities of the Center

**Selection process:**

1. Only short-listed candidates will be contacted for an interview.
2. Tentative Interview Dates;
  - First Round: March 30 (Mon) or 31 (Tue) \*includes a written examination
  - Final Round: April 3 (Fri) \*for first-round successful candidates only.

\*Interviews will be conducted at the Center.

\*The above schedule is subject to change.

**Address for Submission:**

Attention: Mr. Osuka \*English or Japanese

Address: The Japan Foundation Center for Cultural Exchange in Vietnam

27 Quang Trung, Cua Nam, Hanoi

TEL 024-3944-7419/7420 (Ext. 160)

E-mail: Shoya\_Osuka@jpf.go.jp