

## VACANCY ANNOUNCEMENT

Number of Vacancy:	1
Position and Field:	Assistant Program Officer or Program Officer in the field of Arts & Cultural Exchange
Duty station:	Hanoi, Vietnam
Expected start day:	middle of January 2025 (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 on Social Issues in cooperation with the Vietnamese counterparts.

We are looking for an Assistant Program Officer or Program Officer who is in charge of following tasks but not limited to:

1. Planning and implementing Arts & Cultural projects such as exhibitions, concerts, workshops, performances etc.,
2. General Affairs related to above projects,
3. Building positive relationships with arts professionals, government officers and other counterparts,
4. Interpreting at events, meetings, and translating 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. Working experience at least 3 years at arts sector
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. Excellent computer skills and web literacy
8. Strong concerns about the arts & culture scene in Vietnam, particularly contemporary arts, performing arts, films, music, design, and architecture
9. Diplomatic skills to build networks, both with government sectors as well as cutting-edge alternative communities in the field of arts and culture
10. Strong interest in Japanese arts and culture (not only traditional culture but also contemporary arts and culture)
11. Strong interest in reading research papers, journals etc. in various fields
12. Having personal networks with the people in related fields
13. Good team player with strong interpersonal skills
14. Welcoming guests with a warm smile, genuine enthusiasm, and a heartfelt attitude of hospitality
15. Able to work on weekends/overtime if requested (with compensation)
16. Willing to participate in arts & cultural events in Vietnam to learn latest information even in private time

**Working conditions:**

- Working days: (Basically) Monday to Friday with possibility of working also in weekends, 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 Monday 16 December 2024. Only short-listed candidates will be contacted for an interview and written examination. A second interview may be conducted as the final selection.

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 languages (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 activities

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Attention: Mr. Osuka \*English or Japanese

Address: The Japan Foundation Center for Cultural Exchange in Vietnam

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