

Job vacancy in the Embassy of Japan  
Department - Japan Information Center

**Job description**

- Duties: related to promoting Japanese culture, disseminating information on Japan and public relations which would include:  
Coordinating people-to-people exchange schemes such as JET Programme and JENESYS, English proofreading (speeches/messages/letters, etc.), Grant Assistance for Cultural Grassroots Projects, Japan Calling newsletter, management of lists, organizing other Embassy events, etc.
- Work Place: Embassy of Japan in India (50-G, Shantipath, Chanakyapuri, New Delhi – 110021)

**No. of Vacancies – 1 (one)**

**Qualification Required:**

1. **Nationality:** Indian
2. **Age:** Below 40 Years.
3. **Education:** Degree level or higher.
4. **English:** Excellent speaking and writing skills. More than three years of working experience in interpreting, translating and proofreading, or having specialized knowledge of these skills at a university.
5. **Japanese:** JLPT N3 level or equivalent. More desirable if the applicant has Japanese language ability equivalent to JLPT N2 level, or staying experience in Japan (studying, etc.) or participating in Japan-related activities. (note: priority is given to English skills.)
6. **Other required languages:** Hindi.
7. **Computer skills:** Word, Excel, Internet, etc.
8. **Health:** Person should be physically fit & healthy without chronic diseases

**How to Apply/Application Procedure:** Those who wish to apply for this job should send C.V. /Resume with a copy of your valid identification card, passport size photo and copies of educational certificates & experience certificate to Japan Information Center - EMBASSY OF JAPAN, 50-G SHANTIPATH, CHANAKYAPURI, NEW DELHI-110021.

**Last Date of Application:** August 4, 2021

**Salary:** Negotiable

**NOTE:** ※Only those applicants selected through the application documents will be contacted for the online interview after completing paper screening at the Embassy (At the time of an interview, you have to submit a police verification certificate and a medical examination report (issued by a public clinic or hospital which is identified and approved by Indian government), in case any fees occur in procurement of above certificate should be solely borne by applicant only).

**NO TELEPHONIC ENQUIRIES WILL BE ENTERTAINED.**