

VACANCY ANNOUNCEMENT

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, one of the foundation's newest overseas offices, has been actively implementing various cultural activities ranging from supporting of Japanese language education, Japan studies to stage performance, music concert, art exhibition, film festival and so on.

We are looking for an “**Information Officer & Librarian**” to provide the daily services at our library and to update information on our events via website to the public with the following conditions:

Qualifications:

- Age less than 30 with Vietnamese nationality
- Holding a Bachelor degree in relevant field (A bachelor degree in IT related field is preferable.)
- A good command of English
- A fair knowledge of Japanese (Or at least eagerness to learn Japanese)
- Strong interest in Japanese arts and culture
- Well equipped with internet skills to update & maintain a website
- Basic knowledge on using Microsoft Office (word, excel, access, etc.), editing & processing photos (i.e., photoshop, snagit, etc.), and on using website management software
- More than 3-year work experience in relevant field
- A good attitude to warmly welcoming guests

Working conditions:

- Working days: Tuesday to Saturday
- Working time: 09:30 to 18:00
- Contract period: One year (except 2-month probationary period)
The period is extensible based on continuing service need and strong performance.
- Salary, benefits: Upon negotiation

How to apply:

Please send the following documents by mail or E-mail to us by **Monday 28 February 2011**. Only short-listed candidates will be contacted for an interview and a test for computer skills.

- CV (in English)
- Copy of ID certification
- Copies of certification of completion of relevant degree(s)
- Two photographs of the face (4 x 6 cm, recently taken one)
- Copies of documents to certify the level of foreign language(s) (if any)
- Short analysis (one A4 paper, in English) on our website
*Write your analysis how we can improve the quality & design of our website.

Attention: Mr. Yoshioka / Ms. Trang

Address: The Japan Foundation Center for Cultural Exchange in Vietnam
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