

**Call for Applications for the Position of
Osaka Foundation of International Exchange Coordinator for International Relations**

I Application Details

- 1 No. of Opening 1
- 2 Qualifications

The applicant must satisfy all of the following qualifications.

 - 1) Must hold a valid visa to work, such as an Engineer/Specialist in Humanities/International Services visa or has a status that has no work limitations, such as dependent of a Japanese.
 - 2) Must be an English native and can interpret and translate from Japanese to English and vice versa.
 - 3) Must have basic computer skills (Word, Excel, Powerpoint)
- 3 Application Procedure

Please bring or send by registered mail the following documents.

 - 1) Curriculum Vitae (JIS Standard)
 - 2) Essay **Topic**
“The Future of International Exchange”
* Japanese (800 characters) and English version(400 words)
- 4 Application Deadline

Applications must arrive by 17:45 of August 31, 2015 (Monday).
【Accepting time 9:15-17:45, except Saturday, Sunday and holidays】
* Applications will be closed when 20 applications have been submitted.
- 5 Selection
 - 1st Screening Document Screening-EarlySeptember
【Applicants will be informed of the results】
 - 2nd Screening Interview- Late September (includes written language test (English and Japanese) and interview) 【Applicants will be informed of the results】

II Requirements

- 1 Employment Period October 15, 2015-March 31, 2016
(May be renewed yearly up to 4 times if performance is good)
- 2 Workplace Osaka Foundation of International Exchange (OFIX)
5th Floor, MyDome Osaka, 2-5 Honmachi-bashi, Chuo-ku
Osaka-shi, 540-0029
- 3 Work Details
 - 1) Proofreading of English translations of official Osaka Prefectural documents
 - 2) Planning and operation of the International Understanding Education Support Program
 - 3) Work related to the "Osaka Invitational Program for Short Term Overseas Trainees in Architecture and Arts" Project.
 - 4) Translation of OFIX documents to English and other general office work

4	Working Hours	Monday-Friday. 9:00-17:30 (Lunch break 12:15-13:00)
5	Day Off	Saturday, Sunday, National holidays, New Year (Dec. 29-Jan. 3)
6	Paid leave	10 days (only after working for 6 months or 80% of the specified working days. Based on Standard Labor Law)
7	Salary	<ol style="list-style-type: none"> 1) Basic Salary: 300,000 yen 2) Allowances : Transportation (max. per month 50,000 yen) 3) No bonus or separation pay Overtime: For work during days off or late night work, overtime pay would be calculated at the rate of 25%
8	Others	<ol style="list-style-type: none"> 1) Social Insurance, Health Insurance, Pension and unemployment insurance 2) Accident Compensation Any injuries or disease incurred while commuting to work is covered by the workmen's compensation insurance

Inquiries TEL 06-6966-2400 FAX 06-6966-2401

Submit Applications to: Osaka Foundation of International Exchange (OFIX)
5th Floor, MyDome Osaka, 2-5 Honmachi-bashi, Chuo-ku Osaka-shi, 540-0029