

Osaka Information Service for Foreign Residents (OIS) is seeking interpreters for Vietnamese, Filipino, Thai, Portuguese, Spanish and Vietnamese.

The Osaka Foundation of International Exchange (OFIX), commissioned by the Osaka Prefectural Government, sets up the Osaka Information Service for Foreign Residents (OIS) to provide information in wide range of life, from welfare, housing, education, and resident status. We are currently seeking interpreters for following five languages.

Job description of an interpreter:

An interpreter needs to be on call to answer calls from the OIS to provide interpretation/consultation, using a three-way telephone line linking an advice officer stationed at the OIS.

1. No. of interpreters sought: 1 person for each language

2. Languages: Vietnamese, Filipino, Thai, Portuguese, Spanish and Vietnamese

3. Application qualifications

* Anybody, regardless of age and nationality, who can speak, listen, read and write Japanese and the target language and has enough communication skills to perform the job described above.

* Those who have a good understanding and passion for the activities of the OIS.

* Those who have a proper resident status to work as an interpreter (in case an applicant is a foreigner).

* Those who can answer phone calls at home or elsewhere between 9 a.m. to 5:30 p.m. from Monday to Friday and are expected to live in Osaka and its vicinity for some time.

4. How to apply : Please submit the attached application form either by post or by email, to the below. Be sure to attach a digital face photo to your email application form.

5. Deadline: As soon as the positions are filled.

6. Primary screening will be conducted based on the application submitted to us. Result of the screening will be notified to every applicant. Shortlisted applicants will be notified of the interview date.

Second screening (interview) will be given in the target language and Japanese.

Venue for interview is OFIX (5th floor of Mydome Osaka, 2-5, Hommachibashi, Chuo-ku,

Osaka)

Results of the interview will be notified to each applicant.

Successful applicant will start work starting on the first day of the month following an orientation session given at our office.

If you have any question, please feel to contact the below:

For inquiry and application:

Osaka Foundation of International Exchange

Project Promotion Group P.I.C Ms. Kitada, Ms. Tsunemi

5th Fl. Mydome Osaka, 2-5, Hommachibashi, Chuo-ku, Osaka

〒540-0029

Tel: 06-6966-2400

Fax:06-6966-2401

Email: jouhou-c@ofix.or.jp

Job description of an interpreter for the Osaka Information Service for Foreign Residents (OIS)

(1) Position/system:

- The Osaka Prefectural Government commissioned the Osaka Foundation of International Exchange (OFIX) to operate the OIS to provide a multi-lingual consultation service by interpreters.
- The OFIX commissions interpreters every year. The newly-selected OIS interpreter commissioned this year will remain in the position until the end of March 2015

(2) Job description:

- Interpreters are expected to answer calls from 9 a.m. to 5:30 p.m. Monday to Friday for interpretation. Consultation/interpretation is given using a three-way telephone line linking an advice officer, an interpreter and a foreigner.
- Weekends and national holidays (plus December 29 and January 3) are closed.
- Interpreters need to provide consultation (interpretation) on various issues including resident status, labor, medical, welfare, and living situation.

(3) Remuneration:

Interpreters receive 10,000 yen for registering. It is paid together with the first payment following the registration. Remuneration of 3000 yen is paid for providing telephone consultation/interpretations. (One-month worth of remuneration is paid in full by bank transfer the following month.)

Gist of the OIS:

Location: Osaka Foundation of International Exchange (OFIX), 5th Fl. Mydome Osaka, 2-5, Hommachibashi, Chuo-ku, Osaka

Hours: 9 a.m. to 5:30 p.m. Mondays to Fridays (closed on national holidays and year-end and new-year holiday)

Telephone Number: 06-6941-2297 (direct)

Languages spoken: English, Chinese, Korean, Spanish, Portuguese, Thai, Filipino, Vietnamese, Japanese,

Homepage: [http:// www.ofix.or.jp/life/top.html](http://www.ofix.or.jp/life/top.html)