

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

The Osaka Information Service for Foreign Residents (OIS), which provides a wide range of information about living in Osaka, including welfare, housing, education, and resident status, is provided by the Osaka Foundation of International Exchange (OFIX), commissioned by the Osaka Prefectural Government.

We are currently seeking interpreters for three languages.

Job description: Interpreters need to be available to answer requests from the OIS to provide interpretation/consultation, using a three-way telephone line linking an advice officer stationed at the OIS with the client and the interpreter.

1. Number of interpreters sought: One person for each language

2. Languages: Thai, Portuguese, Vietnamese

3. Requirements:

\* Must be able to speak, listen, read and write Japanese and the target language at a sufficiently high level to perform the job described above. Persons of all ages and nationalities may apply.

\* Must have a good understanding and passion for the activities of the OIS.

\* Non-Japanese must have a resident status that allows work as an interpreter.

\* Must be available to answer phone calls at home or a suitable place between 9 a.m. and 5:30 p.m. from Monday to Friday. Long-term experience living in Osaka or its vicinity highly desirable.

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

5. Deadline: Wednesday, February 28, 2018

6. Selection schedule:

\*The primary screening will be conducted based on the submitted applications. All applicants will be notified of the results. Shortlisted applicants will be notified of the interview date around March 5.

\*The second screening (interview) will be held in the target language and Japanese around mid-March.

\*The venue for the interview is OFIX (5th floor of Mydome Osaka, 2-5, Hommachibashi, Chuo-ku, Osaka). All interviewed applicants will be notified of the result.

\*Successful applicants will start working from the first day of April 2018, following an orientation session given at our office.

If you have any questions, please feel to contact us using the details below.

For inquiries and applications:

Osaka Foundation of International Exchange Planning Section

P.I.C. Ms Kitada

5F MyDome Osaka, 2-5, Hommachibashi, Chuo-ku, Osaka 〒540-0029

Tel: 06-6966-2400 Fax:06-6966-2401 Email: [jouhou-c@ofix.or.jp](mailto:jouhou-c@ofix.or.jp)

## Osaka Information Service for Foreign Residents

### Interpreter job description

#### (1) Who we are and what we do

The Osaka Information Service for Foreign Residents (OIS), which provides a wide range of information about living in Osaka, including welfare, housing, education, and resident status, is run by the Osaka Foundation of International Exchange (OFIX), under the auspices of the Osaka Prefectural Government.

Interpreters are contracted by OFIX on a fiscal year basis, meaning those hired in 2018 will be contracted until the end of March 2019.

#### (2) Your duties

Provide consultation/interpreting services when required between 9 a.m. and 5:30 p.m. on weekdays. ※The consultations will involve the foreign resident caller, an OFIX adviser and the interpreter in a three-way telephone call.

The service is closed on Saturdays, Sundays, public holidays and the New Year holiday from December 29 to January 3.

Consultations (interpreting services) are about resident status, labor, medical and welfare issues, general life matters and other subjects.

#### (3) Remuneration

10,000 yen will be paid yearly to all registered interpreters, during the month following their registration

3,000 yen will be paid per telephone consultation or interpreting case (total paid monthly by bank transfer for the total number of consultations made by the interpreter during the previous month).

### **Osaka Information Service for Foreign Residents**

<b>Address:</b>	Osaka Foundation of International Exchange, 5 <sup>th</sup> Floor, MyDome Osaka, 2-5 Hommachibashi, Chuo-ku, Osaka
<b>Opening hours:</b>	Weekdays, 9 a.m. to 5: 30 p.m. (except Saturdays, Sundays, public holidays and the New Year holiday from December 29 to January 3)
<b>Telephone:</b>	06-6941-2297 (direct line)
<b>Available languages:</b>	Japanese, English, Chinese, Korean, Spanish, Portuguese, Thai, Tagalog, Vietnamese