

The Osaka Information Service for Foreign Residents (OIS) is seeking an interpreter for Nepali.

The Osaka Information Service for Foreign Residents (OIS)\*1, located within the Osaka Foundation of International Exchange (OFIX), is subsidized by Osaka Prefectural Government to offer a wide range of information and consultation services regarding living in Osaka which cover various topics including welfare, housing, education, resident status, etc. We are currently seeking an interpreter for Nepali.

1. Job description:

The interpreter needs to be available to respond to requests from the OIS to provide interpretation/consultation, via a multi-way telephone call or online(ZOOM) which links an OFIX adviser stationed at the OIS with a client and the interpreter.

2. Number of interpreters sought: One person

3. Language: Nepali

4. Requirements:

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

\*Those without Japanese nationality must have a resident status that allows work as an interpreter.

\*Must be available to answer phone calls at home or a suitable place during the office opening hours.

5. How to apply:

Please submit the attached application form either by post or email, to the address below.

Be sure to attach a digital photo to your email application form if you send by email.

6. Deadline: Tuesday, September 10, 2024

7. Screening schedule:

\*The primary screening will be conducted based on submitted applications. All applicants will be notified of the results. Shortlisted applicants will be notified of the interview date by the middle of September.

\*The second screening (interview) will be held in Nepali and Japanese around mid- or late September.

\*The venue for the interview will be the OFIX office (5<sup>th</sup> floor of MyDome Osaka, 2-5, Hommachibashi, Chuo-ku, Osaka). All interviewed applicants will be notified of the results.

\*A successful applicant will start working from the first day of October 2024, following an orientation session given at our office.

## 8. Others

\* Contract period: OIS Interpreters sign a contract on a fiscal year basis, meaning those hired in 2024 will be under contract until the end of March 2025.

\* Remuneration: An annual registration reward of 10,000 yen will be paid in the month following the completion of your registration as an OIS interpreter.

Gratuity is paid per case. Basic per-case gratuity is 3,000 yen for the provision of information, consultation, interpretation, etc. A premium fee is paid for nighttime or Sunday services, making it to 3,750 yen and 4,050 yen respectively. The amount is totaled monthly and transferred to the interpreter's bank account the following month.

### Contact information and mailing address:

Osaka Foundation of International Exchange/Project and Planning Section

PIC: Ms. Tsunemi / Ms. Kawata

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)

### \*1 Osaka Information Service for Foreign Residents

Address: Osaka Foundation of International Exchange, 5<sup>th</sup> Floor, MyDome Osaka,  
2-5 Hommachibashi, Chuo-ku, Osaka 540-0029

Opening hours: Monday to Thursday: 9:00 to 17:30  
Friday plus Weekdays during Night Consultation Week of odd month:  
9:00 to 21:00

The 4<sup>th</sup> Sunday of even month: 9:00 to 17:30

The 4<sup>th</sup> Sunday of odd month: 13:00 to 17:00

(The service is closed on Saturdays, the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Sundays of every month, public holidays and the New Year holidays from December 29 to January 3.)

Telephone: 06-6941-2297(direct line)

Available languages: Japanese, English, Chinese, Korean, Portuguese, Spanish, Vietnamese, Filipino, Thai, Indonesian, Nepali, Ukrainian and Russian

OFIX website: <https://www.ofix.or.jp>