

Direct Hire CIR Position in Okaya City

February 2018

The city of Okaya is hiring a new CIR. Please see the description of the position and the hiring process below.

1. Requirements

- ① Native English speaker and advanced level of Japanese fluency
 - ※ Japanese should be at least JLPT N2 level; N1 or preparing for N1 preferred
 - ※ Applicant should be able to write, read, speak, and listen at a business level for both languages
- ② Bachelor's Degree (or equivalent) from a Japanese or overseas university
- ③ Previous working experience in Japan
- ④ Interest in Japanese society and culture; someone with an interest and willingness to work in international relations
- ⑤ Computer skills, including the ability to manage social media accounts and update the Center's website
- ⑥ Ability to live in the furnished apartment appointed by the Center for the duration of the employment contract
- ⑦ Valid Japanese driver's license
- ⑧ In good health
- ⑨ Awareness of issues with international relations in Okaya; ability to follow workplace rules and regulations

2. Number of positions available: 1 position

3. **Starting date:** Beginning of July (some flexibility on start date, please inquire directly)

4. **Period of contract:** From July 2018 to March 31st, 2019
Contract may up renewed on April 1st, 2019 for an additional 2 years (until March 31st, 2021), dependent on job performance

5. Main job duties

- ① International relations duties
 - A) Advise on the planning and implementation of events, etc. that will increase international understanding and interest
 - B) Interpreting for guests from abroad at events, etc.; translate official correspondence
 - C) Support activities by local international groups
- ② Educate citizens and city employees on issues relating to international relations and understanding
- ③ Visit local schools (kindergartens, elementary, junior high) for events or lessons concerning international issues
- ④ Provide important information to local foreign residents; provide consultation and guidance services to foreign residents
- ⑤ Maintain and update the social media accounts and homepage
- ⑥ Other duties as assigned by supervisors

6. Application process

- ① The hiring committee will first examine the written applications of all candidates. Chosen applicants will then be invited for an interview. Applicants will be informed if they have been selected for an interview at the beginning of May.
- ② Selected candidates will be interviewed mid-May at the International Center in Okaya.
- ③ The selected candidate will be informed within a week of the interview date.

7. Application details

- ① Please send materials to: 公益財団法人おかや文化振興事業団国際交流センター
〒394-0029 長野県岡谷市幸町 8 - 1 (旧市役所庁舎)
TEL 0266-24-3226 FAX 0266-24-3229
e-mail: oiea@oiea.jp
- ② Application period: February 19th (Monday) to April 20th (Friday). Materials must be **received by** April 20th. Applications can be received at the Center from 8:30 a.m. to 5:15 a.m. every weekday (excluding holidays). Applications should be sent through JP Post, but inquiries can be made via phone or e-mail.
- ③ Required materials:
 - A) City of Okaya Coordinator for International Relations application form. Please use the form provided by the Center. **Handwritten forms only.**
 - B) A written essay in English detailing why you are applying for the position and what you hope to accomplish as the Okaya CIR. Please also include a Japanese version of the essay **that you have translated yourself.**
※The English essay should be around 500 words and printed on A4 paper. Please do not send handwritten essays. The Japanese essay should also be typed.
 - C) A letter of recommendation from a supervisor at a job or from a professor at university. Please inform the recommender to address the points below. The letter should be written in Japanese.
 1. How long have you known the applicant and what is your relationship?
 2. Please discuss the applicant's goals and, in your opinion, his or her ability to accomplish those goals. Please also discuss the applicant's ability to carry out the professional duties required by this position.
 3. Please discuss any other information you think may be relevant to this application

8. Particulars

- ① Place of work: Okaya Culture Promotion Group International Center main office
- ② Compensation, etc.
 - **Salary:** 265,000 JPY per month, plus housing allowance (see below)
 - **Working hours:** 8:30 to 16:30, Monday through Friday (there may be incidences where you are required to work outside of these hours for event, etc.)
 - **Vacation time:** All national holidays, December 29th to January 3rd each year, Saturdays and Sundays. There may be times when you are required to work on vacation days due to events. You will be given time off in lieu of hours worked.
 - **Paid time off:** 20 days per calendar year (January - December), medical leave, special summer time off (3 days)
 - **Insurance:** Medical insurance, employee welfare pension (*kouseinenkin*), employment insurance, disaster insurance
 - **Housing Allowance:** The city pays half (26,000 JPY) of the rent on the appointed apartment