

### Job Opportunity

Application Deadline	December 15th, 2024
Code	NSCUL2025_1
Position	Local staff at Japan Information and Culture Center
Location	Embassy of Japan in Iran No. 162, Moghadas Ardabili St., Tehran
Type of Contract	Fixed Term
Duration of Contract	1 year. Renewable by mutual agreement before the expiration (Exceptionally, the first year will be split into two six-month contracts)
Start of Employment	March 2025
Starting date of work	Negotiable
Trial period	3 months (paid)
Working Hours	Opening 08:30, Closing 17:00 (Full-time job) Rest period for 45 minutes (12:00 to 12:45) Regular days off: Fridays and Saturdays Additional days off: 20 days per year (based on Embassy's calendar that considers Japanese national holidays) Overtime work and holiday work may be required during busy periods (will be paid separately).

### Job Description

Public Relations of the governmental policy and the culture of Japan.

Project management in cooperation with Japanese diplomats and Iranian colleagues.

Such as;

1. Organizing cultural events
2. Organizing lectures and seminars
3. Handling media interviews
4. Information dissemination (press releases, website updating, posting on social media)
5. Information gathering (newspapers, magazines, the Internet, TV, social media etc.)
6. Bilateral exchange programs for Iranian/Japanese students, researchers, and athletes
7. Operations of Japan Room and Library at Embassy

Specific examples from the work:

- Coordination with artists, performers and people in charge of the venue
- Taking care of guests and business travelers from Japan
- Getting cost estimation and handling payments

- Responding to inquiries by email and telephone
- Venue set-up, display, tidy-up at cultural events held inside and outside of Embassy
- Photo and video shooting and editing
- Creating images and videos for Instagram PR
- PR effect analysis and reporting
- Data collecting and reporting
- Farsi/Japanese/English translation and interpretation  
etc.

#### Desirable Qualifications

- An ambition to learn from bosses and colleagues and improve your skills regardless of your experiences. The skill of teamwork and the spirit of upholding professionalism and respecting superiors and colleagues to cooperate within and beyond the Cultural section.
- Flexibility to accept the spirit and culture of the labor system of the Government of Japan (It is important not only for the employee themselves but also their family to understand the work environment and conditions.)

#### Desirable Experiences and Skills

- Experience in planning and managing large projects with 10 or more team members
- Experience in studying and living abroad
- Challenging spirit with interest in a wide range of fields
- Ambition to make use of assignments to improve skills and step up

#### Examples of persons who may NOT be suitable for this job opportunity:

- Those who are not good at physical work or standing work
- Those who like to do the same routine work every day
- Those who need rules, guidelines, and instructions from bosses at work
- Those who are not good at adapting to new rules, unfamiliar values and different cultures
- Those who cannot respond to emergencies on weekdays at night, weekends, national holidays

#### Application Conditions

1. Required Qualifications
  - Bachelor's degree or above
  - Iranian nationality holders

- Excellent command in English (Desirable level: CFER C1, TOEFL100, IELTS7.0)
- JLPT holder (N3 or above is preferred. JLPT: Japanese Language Proficiency Test)
- PC skills (Microsoft Word, Excel, Power Point, Access, Outlook, Teams)

## 2. Desirable Qualifications

- Good knowledge of Japanese language
- Good knowledge of Japanese culture
- Photography and videography skills
- Photo and video editing skill (Adobe Photoshop, Illustrator, Premiere, etc.)

## How to Apply

1. Input basic information into the online application form.  
(Apply here: <https://forms.office.com/r/Bp9VMWs0Ja>)
2. Submit the following documents by email:
  - A) CV with personal photo
  - B) Cover Letter (Reason for application)
  - C) Certificate of English and Japanese proficiency (If any)
  - D) Examples of your graphic design and artworks (If you have any experience in graphic design or social media public relations)
  - E) Recommendation Letter (If any)

## Remarks:

- **All documents must be written in English.**
- As for A) CV with personal photo and B) The reason for application, **please submit in PDF format.**
- As for B) Cover letter (reason for application), **it should be approximately 1 to 1.5 pages in Times New Roman font size 12.**
- In B) Cover letter (reason for application), please discuss how to promote Japanese culture to Iranian people in the next three years.

## Organization Summary

Japan Information and Culture Center holds various events to introduce Japanese culture to Iranian people, such as overseas performances, exhibitions, cultural festivals, and Japanese Speech Contest organized by Embassy of Japan or sponsored by of the Japan Foundation. In addition, we recruit international students for the scholarship program offered by the Ministry

of Education, Culture, Sports, Science and Technology (MEXT) of Japan.

<Ref: past cultural projects>

Japan Culture Month 2023

- Manga Exhibition
- Tourism Exhibition
- Washoku (Japanese cuisine) Lecture
- Exhibition of Japanese theatre masks
- Japanese Film Screening

[https://www.ir.emb-japan.go.jp/itpr\\_ja/11\\_000001\\_00736.html](https://www.ir.emb-japan.go.jp/itpr_ja/11_000001_00736.html)

Japan Culture Week 2024

- Japan Photo Exhibition at Tehran Metro
- Exhibition of Japanese Arts in an Iranian Frame
- Japanese Film Screening

[https://www.ir.emb-japan.go.jp/itpr\\_ja/11\\_000001\\_00862.html](https://www.ir.emb-japan.go.jp/itpr_ja/11_000001_00862.html)

Inquiries are accepted only by email. If you have any questions, please contact us below.

Email to: [infoej@th.mofa.go.jp](mailto:infoej@th.mofa.go.jp)

Japan Information and Culture Center, Embassy of Japan in Iran