

## Job Opportunity

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|-----------------------|---|
| Application Deadline  | 5 July 2026   |
| Code                  | NSCUL2026_6   |
| Position              | Japan Information and Culture Center National Staff   |
| Location              | Embassy of Japan in Iran<br>No. 162, Moghadas Ardabili St., Tehran  |
| Type of Contract      | Fixed Term  |
| Duration of Contract  | The first contract year will be until 31 March 2027.<br>Renewable for one-year terms by mutual agreement before expiration  |
| Start of Employment   | September 2026  |
| Starting date of work | Negotiable  |
| Trial period          | 3 months  |
| Working Hours         | Opening 08:30, Closing 17:00 (Full-time job)<br>Rest period for 45 minutes (12:00 to 12:45)<br>Regular days off: Fridays and Saturdays<br>Additional days off: 21 days per year (based on Embassy's calendar 2026 that considers Iranian and Japanese national holidays)<br>Overtime and holiday work may be required during busy periods, and such work shall be paid accordingly. |
| Others                | There is a possibility of future transfer to other sections after hiring.   |

## Job Description

Public Relations of the governmental policy and the culture of Japan and project management in cooperation with Japanese diplomats and Iranian colleagues.

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 international students and athletes
7. Operations of library and Japan Room at Embassy

Specific examples from the work:

- Schedule coordination with performers and people in charge of the venue
- Payment-related job, such as quotes, payment
- Responding to inquiries
- Transportation-related job, such as set-up, displaying, removing cultural exhibits
- Photo and video shooting and editing
- PR effect analysis and reporting

- Data collecting and reporting
- Farsi- English (and if possible, Japanese) translation and interpretation etc.

#### Other Services

1. Email and telephone correspondence
2. Guest and visitor service (receiving and guidance guests inside the embassy building, support and care, attending meetings)
3. Other support for Japanese diplomats'

#### Desirable Qualifications

- An ambition to learn work from supervisors and colleagues and improve their skills regardless of their work experiences. The skill of teamwork and the spirit of respecting supervisors and colleagues to cooperate beyond sections.
- A candidate who accepts the spirit and culture of the labor system of Japan regarding employment at a Japanese governmental office (Employee themselves and their family)

#### Desirable Experiences and Skills

- Experiences of planning and managing large projects with 10 or more team members
- Experience as a project leader
- Knowledge about foreign culture and languages
- Challenging spirit with interest in everything
- Ambition to make use of this assignment 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 always need rules, guidelines, and instructions from supervisors at work
- Those who are not good at adopting to new rules, unfamiliar values and different cultures that are not in previous experience
- Those who cannot respond to emergencies on weekdays at night, weekends, national holidays
- Those who do not listen to others' opinions and respect them

#### Conditions

##### 1. Required Qualifications

- Bachelor Degree or above
- Preferably under 35 years old as of 1 June 2026
- Iranian except dual nationality holder
- Advanced business English proficiency in both writing and oral (CEFR C1 or above. Estimated score: TOEFL100, IELTS7.0)

- PC skills (Microsoft Word, Excel, Power Point, Access, Outlook, Teams, Forms)
2. Desirable Qualifications
- Good knowledge of Japanese language
  - Good knowledge of Japanese culture
  - Good knowledge of SNS (Instagram, X, etc.)
  - Photography and videography skill
  - 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/LPN6bpkcKi>)
2. Submit the following documents by email:
  - A) CV with personal photo
  - B) The reason for application
  - C) Certificate of English and/or 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)Remarks:  
All documents should be written in English.  
In “the 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 the Embassy of Japan or sponsored by the Japan Foundation. In addition, we are recruiting and selecting international students for the scholarship programs offered by the Ministry of Education, Culture, Sports, Science and Technology (MEXT) of Japan.

<Ref: past cases of our projects>

- Japan Culture Week in November 2025 (including Japanese Film Screening and Zen Lecture)
- Fun Run Event for the 20<sup>th</sup> Asian Games



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

Embassy of Japan, Japan Information and Culture Center Email to: [infoej@th.mofa.go.jp](mailto:infoej@th.mofa.go.jp)