



The Japan Foundation London Language Centre

The Japan Foundation London Language Centre (JFLLC) supports the teaching of Japanese in the UK through its series of courses, grant programmes, advisory service and specialist library and resource centre. We now have one vacancy in our programming/administration team. (For the current vacancy in our advisory team please see www.jpf.org.uk/language/.)

Job Description – Assistant Programme Officer

Assistant Programme Officer

Salary: £19,000 - £21,000 depending on experience

One of the Japan Foundation's core objectives is to raise the number of learners of Japanese in the UK. The successful candidate will be required to work towards that goal in a joint team effort. You will both be IT literate (skilled in the application of all major software packages) and have good organisational and administrative skills. You will be working in a bi-lingual environment, often in cooperation with the JFLLC Japanese Language Advisory team.

This position will suit candidates with a background in education, a good understanding of the UK school system, excellent spoken and written communication skills in English, and an intermediate command of Japanese.

Specifically, the Assistant Programme Officer will liaise with the Programme Officer to ensure the smooth running of events and courses aimed at those teaching Japanese in the UK, including organising catering and technical set up. You will be responsible for updating the website and will also be involved in the e-bulletin. Further responsibilities include a variety of administrative tasks such as maintaining the database, dealing with enquiries, and maintaining adequate office supplies. Your Japanese should be equivalent to Level 3 or higher of the Japan Foundation's Japanese Language Proficiency Test (JLPT).

Applicants should send a CV and covering letter to the address below, stating the name of the position they are applying for, and outlining their experience and suitability, no later than Monday 22nd September 2008. Interviews are likely to take place in late September, with the successful candidate taking up his or her post around the end of October 2008.

Centre Director, The Japan Foundation London Language Centre (JFLLC), Russell Square House, 10 – 12 Russell Square, London, WC1B 5EH