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OKAYA PROMOTION GROUP
STAFF RECRUITMENT EXAMINATION GUIDE
(OKAYA INTERNATIONAL CENTER –
COORDINATOR FOR INTERNATIONAL RELATIONS)



September 2023

Okaya Promotion Group International Center

Address: Old City Hall, 8-1 Saiwaicho, Okaya City,
Nagano Prefecture 〒394-0029

TEL: 0266 (24) 3226 FAX: 0266 (24) 3229

E-mail: oiea@oiea.jp

※Telephone inquiries can be made weekdays from AM8:30~PM4:30

Direct Hire CIR Position in Okaya City

1 Type of Position: Coordinator for International Relations (CIR)

2 Number of Positions Available: 1 position

3 Starting Date: April 1, 2024 (Reiwa 6)

4 Period of Contract: April 1, 2024 (Reiwa 6) ~ March 31, 2025 (Reiwa 7)
Contract may be renewed on April 1, 2025 (Reiwa 7) for an additional 2 years depending on job performance

5 Main Job Duties

(1) Duties pertaining to international relations

- Cooperation and advice in the planning and implementation of international exchange projects, events, etc. which will increase international understanding and interest
- Interpreting for guests from abroad at events, etc., as well as translate official correspondence
- Translating and interpreting administrative documents, etc.

(2) Visit local schools (nursery, elementary schools) for events, lessons, or language instruction

(3) Provide important information to local foreign residents; provide consultation and guidance services to foreign residents

(4) Promote and help with exchange activities with Okaya's overseas Sister City

(5) Maintain and update the Center Homepage and Facebook pages

6 Application Process:

Test Classification	Test Details	Test Date
1st Round	Application Review (application form, entry sheet)	—
2nd Round	translation, reading, and speaking test	Friday, December 1

- The hiring committee will first examine the written applications of all candidates. Applicants will be informed if they have been selected for an interview and mailed interview details by **Wednesday, November 15**.
- The schedule and location for the second round is as follows:
Date : Friday, December 1, 2023 1:00 P.M.(planned)
Location : Okaya City Culture Hall Kanora Hall
8-1 Saiwaicho, Okaya City, Nagano Prefecture 〒394-0029
Tel: 0266-24-1300
- Applicants will be sent final results via letter mid-December.

7 Requirements: (applicants must meet all of the following criteria)

- (1) Native English speaker and advanced level of Japanese fluency equivalent to JLPT N1 (or must be in preparation for the N1 exam). Applicants should be able to read, write, 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) Computer skills, including the ability to use Word and Excel, manage social media accounts and update the Center's homepage.
- (5) Valid Japanese driver's license.
- (6) Actively involved in projects as CIR and the ability to follow workplace rules and regulations.

8 Application Process:

- (1) Please mail all materials to the address below. Applicants may also hand deliver their applications to the International Center.

【Address】 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 旧岡谷市役所庁舎

(2) Required Materials:

- ① City of Okaya Coordinator for International Relations application form (please use the designated form provided by the Center).
 - Applicants must **handwrite** the form using blue or black ink, sign the bottom, and attach an application photo (with no hat, facing forward).
- ② Essay (please submit one copy in both English and Japanese)
 - The essay should be around 500 words, detail why applicants are applying for the position, and what they hope to accomplish as CIR. Applicants must also translate their essay into Japanese.
 - While there is no designated essay format, essays must be printed onto A4 size paper. Japanese versions must also be typed.

(3) Application Period: **Monday, October 2 ~ Friday, November 10.**

Materials must be **postmarked** by November 10.

- ※ Applicants who wish to hand deliver their applications can visit the Center during operating hours: every weekday, 8:30 A.M. to 4:30 P.M. (excluding holidays).

9 Particulars :

(1) Place of work: Okaya Promotion Group International Center

Old City Hall 8-1 Saiwaicho, Okaya City, Nagano Prefecture 〒394-0029

(2) Compensation, etc.

- ① **Salary:** 265,000 yen per month (planned)
- ② **Working hours:** 8:30 A.M. to 4:30 P.M., Monday through Friday (there may be times where the CIR is required to work outside of these hours for events, etc.)
- ③ **Vacation time:** Saturdays and Sundays, all national holidays, New Year's (December 29 ~ January 3); there may be times where the CIR is required to work outside of these hours for events, etc.
- ④ **Paid time off:** Annual paid leave, medical leave, special leave
- ⑤ **Insurance:** Medical insurance, employee welfare pension (*kōsei nenkin*), employment insurance, disaster insurance
- ⑥ **Other:** Housing allowance