

## **Japan Student Services Organization (JASSO) Malaysia Office - Staff recruitment-**

### **Employment conditions**

Job title:

- Japan Student Services Organization Malaysia Office (Japan Educational Information Centre) staff

\* The contract will be renewed every Japanese fiscal year (April to March of the following year).

Start date:

- After early February 2020 (negotiable)

Work location:

- JASSO Japan Educational Information Centre, Kuala Lumpur

A-7-5, Northpoint Offices, Mid Valley City,

No.1, Medan Syed Putra Utara, 59200 Kuala Lumpur, Malaysia

Website: <https://www.studyinjapan.org.my/>

Working hours:

- Monday to Friday 08:30 to 16:30, lunch break 12:00 to 13:00 (can be changed as needed)

Holidays:

- Saturdays, Sundays, Malaysian holidays, New Year's holidays, annual paid vacations (as required), etc.

\* However, frequently work on holidays is expected, due to attending study abroad briefings.

Basic salary (first year):

- About 4,422 ringgit per month (estimated)

\* Career background will be taken into consideration and decision will be made after interviews

Bonus:

- 2 months (Payment will be made in December; working performance will be taken into consideration.)

Commuter allowance:

- Applies

Overtime allowance:

- Will be paid according to Malaysian law

Holiday allowance:

- Will be paid according to Malaysian law

Others:

- Health insurance subscription, regular medical check-up (once per year)
- You may have to travel to other parts of Malaysia or other countries to participate in study abroad counselling. Also, you may be asked to participate in training in Japan and in other countries.

### **Recruitment conditions**

Nationality:

- Malaysian

Educational background:

- Graduation from a 4-year university, graduates from Japanese university are preferable.

Language skills:

- Japanese (JLPT N1 level), English, Bahasa Malaysia, Chinese and / or Tamil.

Administrative ability:

- Applicant who has working experience is preferable.
- Be able to perform basic PC operations (Microsoft Office, update web pages) and to create office documents.

Others:

- Being interested in working related to Study in Japan or an international exchange environment; and, able to work with enthusiasm.
- Being able to provide consultation; able to understand Japanese business manners and Japanese cultural customs.
- Experiences in event planning and management, accounting management are preferable.

## **Application methods**

Application documents:

1. Resume (Japanese) ※ Make sure to use the form specified by the organization
2. A copy of SPM results

Submission deadline:

- Must arrive on Thursday, January 30, 2020

Send to:

- E-mail: [efsst2@jasso.go.jp](mailto:efsst2@jasso.go.jp)

\* Please name the subject of the e-mail as "JASSO Malaysia Office staff application" and send the e-mail in Japanese.

- Contacts: E-mail: [efsst2@jasso.go.jp](mailto:efsst2@jasso.go.jp)

\* Please send the e-mail in Japanese with the subject of the e-mail as "About JASSO Malaysia Office Staff Recruitment".

Tel: 03-2287-0812 (Malaysia office)

- JASSO Malaysian office will only reply to questions related to work contents. All questions related to application will be answered from Japan.

Selection of applicant:

- Document selection and interview (one time)
- Successful applicants will be notified with the interview date and time.
- The interview will be conducted by Malaysia office staff and Japanese staff using the video conferencing system.
- Acceptance or rejection for interview notification will take about two weeks from the document reception.
- Applicants will need to bring the original copy of their ID card and documents (university graduation certificate, language proficiency certificate, etc.) to prove the contents written in the resume together with the SPM results to the interview. A duplicated copy of the above mentioned documents will have to be submitted during the interview. Documents printed in languages other than English and / or Japanese will have to be submitted together with a translation script. Please take note that submitted documents will not be returned.