



The Japan Foundation, Manila

23F, Pacific Star Bldg., Sen. Gil Puyat Ave., corner Makati Ave.,
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Job Opportunity

The Japan Foundation, Manila (JFM) invites applicants for the hereunder position:

Title	Field	Closing Date
EPA*Program Coordinator	Japanese-Language Education Administrative Work	September 11, 2015 5:00p.m.

**EPA-The Japan Philippines Economic Partnership Agreement*

1. Procedure

Please submit the following to the JFM via e-mail or courier service.

- 1) Curriculum Vitae (with profile picture taken within 6 months);
- 2) I.D. size photo
- 3) Copy of certificate of graduation (diploma) from Higher Educational Institution;
- 4) Copy of certificate of Japanese-Language Proficiency Test (if any); and
- 5) Essay/Statement of Purpose (your motivation in applying for the position)

Based on the submitted requirements, the successful candidates will be notified by email, and invited to take the computer-literary test and interview at the JFM.

2. Contact and Inquiries

The Japan Foundation, Manila

Address: 23F, Pacific Star Bldg., Sen. Gil Puyat Ave. corner Makati Ave., Makati City

TEL: 02-811-6155 to 58 FAX: 02-811-6153

E-mail: email@jfmo.org.ph

(Contact person: Ms. Naomi Sakatani)

Job Description

Job Title: EPA Program Coordinator

Contract: Contractual (October 2015 – May 2016)

Main Purpose of Job:

To provide project support to the Preparatory Japanese-Language Training for the Filipino Candidates of Nurses and Certified Care Workers under EPA, which JFM has been conducting at TESDA since the year 2011; in particular, to provide coordination among the various parties, such as Japanese-language advisers and lecturers, TESDA officials, POEA officials, and other related agencies. It also aims to provide physical and mental support for the Filipino candidates who participate in the program to complete the training with the least difficulties.

Responsibilities:

- Assisting in smooth and efficient coordination and arrangement in implementing the training which includes coordination with various stakeholders, such as TESDA, POEA, etc. and arrangement of equipment / resources etc.
- Extending support for candidates such as assisting physically and mentally the Filipino candidates who come from various provinces and backgrounds to complete the training with the least difficulties.

Specification:

	Required	Preferable
Age	Between ages 30 to 40	
Academic Background		B.A. degree
Work Experience		Project based work in Education. Experience in Japanese company
Skills	Basic knowledge in MS Office suite (Word, Excel, and PowerPoint)	Caregiving and/or Nursing Knowledge
Japanese-language proficiency	Minimum of JLPT N4	
Personal skills	Excellent interpersonal skills Ability to work independently and efficiently. Excellent English communication skills both in written and oral.	

Benefits:

The salary will be decided based on the qualification of successful candidate.