

Job Title:	Program Officer	Job Category:	Administration
Location:	Jalan Ipoh, Kuala Lumpur	Position Type:	Contract basis in 1 st year
Travel Required:	Yes	Date posted:	6 February 2012
Training provided:	Yes	Posting Expires:	6 March 2012

Submission of application/resume to:

Fax : (603) 6259-9180 or

E-mail : jism.enquiries@gmail.com

Attention: JLSM Honorary Secretary

Enquiry Line: (603) 6259 7180

Mail:

The Japanese Language Society of Malaysia

Lot 568-8-14, 8th Floor Kompleks Mutiara (office Suites)

3.5 miles, Jalan Ipoh

51200 Kuala Lumpur

Attention: JLSM Honorary Secretary

Job Description

Job Purpose:

creative, resourceful, a good organizer, with good interpersonal skills, computer literate, and who like to work with people, and for the people in the areas **of language education and intercultural understandings.**

Duties:

To assist the Executive Committee in the management of the Society as well as in the implementation of all its educational and cultural activities.

Working hours:

Weekdays: 1.30 pm to 9.30 pm (Closed on Friday)

Saturdays & Sundays: Early shift (7.30 am – 3.30 pm) / Late shift (10.00 am - 6.00 pm)

Skills/qualifications:

Ability to plan and manage events, programs and activities related to language and culture.

Creative and resourceful in problem solving.

A good analytical mind and idea selling skills.

Budgeting expenses.

Computer literate.

Good interpersonal skills.

Good command in Communication English.

Able to work independently but yet a good team player.

Knowledge of Japanese is an advantage.