

JOB ADVERTISEMENT
Japanese Language Lecturer
The Japan Foundation, Toronto

The Japan Foundation is an organization promoting cultural exchange between Japan and other countries in order to advance international mutual understanding. The Japan Foundation, Toronto is one of 25 overseas offices, offering programs grouped under three main areas: Japanese-Language Education, Japanese Studies and Intellectual Exchange, and Arts and Cultural Exchange.

This job posting is for a full-time Japanese Language Lecturer position for a period of one (1) year, renewable up to four (4) years. This position is responsible for the following tasks at the Japan Foundation, Toronto.

1. RESPONSIBILITIES

- Prepare teaching materials and outlines for courses
- Prepare, administer and mark tests and papers to evaluate students' progress
- Advise students on program curricula and career decisions
- Conduct course and program evaluation or review
- Provide consultative services to government, business and other organizations
- Deliver lectures and presentations for Japanese language learners and teachers
- Lead discussion groups and seminars
- Teach students through lectures, discussions, audio-visual presentations and laboratory, shop and field studies
- Supporting other events organized by the Japan Foundation, Toronto

2. NUMBER OF POSTIONS AVAILABLE: 1

3. EMPLOYER LOCATION:

The Japan Foundation, Toronto
2 Bloor St. E., Suite 300, Toronto, ON M4W 1A8
Tel: 416-966-1600 Fax: 416-966-9773
Web site: <http://www.jftor.org>

4. POSITION AVAILABLE: August 2019

for a period of one (1) year, renewable yearly up to four (4) years depending on the agreement of

both parties.

5. REQUIRED SKILLS AND QUALIFICATIONS:

- Superior Japanese (equivalent or higher than Japanese Language Proficiency Test Level N1) and English-language skills (oral and written)
- B.A or M.A. related to Japanese-language education
- More than 3 years' experience (excluding private tutoring) teaching Japanese or working as an administrative officer in a Japanese language educational institution
- Able to go on business trips within Canada

6. BENEFICIAL EXPERIENCE:

- Experience developing Japanese language curriculum and course designs
- Educational administrative experience
- Teaching experience in different educational levels, language environments and countries is preferable
- Teaching certificate is preferable
- Able to research and prepare detailed briefings
- Strong organizational and time management skills
- Strong computer skills such as MS Word, Excel, PowerPoint, web design, etc.
- Knowledge of French language is not necessary but is welcome
- Possess legal status necessary to work in Canada, such as Citizenship or PR Card

7. WORKING CONDITIONS

Job type: Full time (30 hours per week)

Monthly salary: Starting from \$4,500.60/month (depending on experience/ability)

Benefits: Medical Benefits, Dental benefits, Group Insurance Benefits, Life Insurance Benefits,

Other Benefits such as Vacation and Paid Sick Leave

8. APPLICATION PROCEDURES:

(1) Please submit the following:

- A. Curricula Vitae (English)
- B. Application form (Japanese)

Please download an application form at the JFT website: <http://jftor.org/job-postings/>

C. Letter of Reference

Please submit a letter of reference referencing your knowledge and skills in Japanese language education prepared by a representative, supervisor or a colleague of a current or

past institution that you have belonged to. Any format is acceptable. Prepare a one-page, letter-size letter including the referee's name, position and contact information in either English or Japanese.

(2) Address for submissions: mail or e-mail

[Mailing address] The Japan Foundation, Toronto

2 Bloor St. E., Suite 300, Toronto, ON M4W 1A8

Applying for Japanese Language Lecturer (Japanese Language Education)

[e-mail address] recruitment@jftor.org

* Please note that submissions will not be returned.

(3) Deadline

Friday, August 30, 2019 at 5PM

* Please note that submissions will not be returned.

9. SCREENING PROCESS

(1) 1st screening (initial selection)

Those who are selected from the submissions received will be contacted. The details of the 2nd screening will be explained to the selected candidates.

(2) 2nd screening (test and interview)

Those who are contacted will be asked to visit the Japan Foundation, Toronto (Toronto, Ontario) to have an interview and write a test. For applicants in remote areas, online interviews will be conducted. Travel expenses are not provided by the Japan Foundation, Toronto.

10. INQUIRIES:

The Japan Foundation, Toronto

2 Bloor St. E., Suite 300, Toronto, ON M4W 3E2

Fax: 416-966-9773 E-mail: recruitment@jftor.org

* We are not able to answer any questions related to the screening process and results of the decision.

For more information about the Japan Foundation, Toronto, visit the website: www.jftor.org