



Guidelines for the Employment Examination for the Coordinator for International Relations (Fiscal Year Appointed Employee) of the Wakayama Prefectural Government

(Inquiry) International Affairs Division, Planning and Policy Bureau,
Planning Department, Wakayama Prefectural Government
(TEL) 073-441-2065 (Email) e0223001@pref.wakayama.lg.jp

Application period:

From April 15 (Mon), 2024 to May 31 (Fri), 2024 [No later than 5:00pm]

1 Examination category, the number of positions available, work location, and main duties

Examination category	Position available	Work Location	Description of duties
(1)Coordinator for International Relations (CIR) (English)	1	International Affairs Division, Planning and Policy Bureau, Planning Department, Wakayama Prefectural Government (Wakayama City)	International activities (Planning and running international activities; interpreting and translating, etc. for overseas visitors; editing, translation and supervision of foreign-language materials, etc.)

2 Requirements

(1) There are no restrictions on age, gender, or nationality; however, all of the following conditions must be met

a. In the case of not having Japanese nationality (excluding special permanent residents stipulated in the Act on Special Measures concerning Immigration Control of Persons who have Renounced Japanese Nationality under the Treaty of Peace with Japan (Law No. 71, 1991)), agrees to stay with the status of residence stipulated in Article 2-2 of the Immigration Control and Refugee Recognition Act (Cabinet Order No. 319, 1951)

b. Does not need to obtain a visa in order to take the examination. (Resides in Japan.)

(2) (In the case of non-native speaker of Japanese) Possess Japanese ability equivalent to the Japanese Language Proficiency Test by the Japan Educational Exchanges and Services (JLPT) N2 or greater.

(3) (In the case of non-native speaker of English) Possess at least one of the below qualifications.

TOEIC L&R Score 900 or above, EIKEN (Test in Practical English Proficiency) Grade 1,

TOEFL iBT Score 100 or above, IELTS Score 7.0 or above

(4) Possess basic computer skills (Word, Excel, email, etc.).

(5) Does not fall under any of the followings stipulated in Article 16 of the Local Public Service Act.

a. Being sentenced to imprisonment without work or severer punishment, and still serving the sentence or awaiting the execution of the sentence.

b. Having received a disciplinary dismissal as an employee of Wakayama Prefecture, and within two years from the date of the dismissal.

c. Having formed or joined a political party or other organization that advocates the violent destruction of the Constitution of Japan or the government established under the constitution on or after the date of enforcement of the Constitution of Japan.

* Any false or other incorrect information on the application documents shall disqualify the applicant from taking the examination.

* Applicants may be asked to submit documents deemed necessary for the selection process.

*Whether or not English language qualifications not listed in (3) above are eligible shall be inquired.

3 Date, time and venue of examination and result notification

*The time of the examination will be notified to applicants by the examination ticket sent upon receiving the application documents.

Date	Location	Result
June 9 (Sun), 2024	Wakayama Prefectural Cultural Hall (1-1 Komatsubara-dori, Wakayama City)	Notification of results will be sent in the middle of June.

4 Examination details

Examination type	Details
Writing examination	Writing test including translation of English and Japanese sentences
Interview	Speaking and listening test, Interview (character, ability, personality, etc.)

5 Determination of the successful examinee

The successful examinee will be determined in the order of the total score of the writing examination (translation) and interview.

6 Working conditions

Period of Appointment	July 1, 2024 – March 31, 2025 (9 months) * Depending on performances, etc., reappoints can be made. (Up to 2 years and 9 months)
Working conditions	3 days per week (except for Saturday, Sunday and Holiday) 9:00am to 5:45pm (1 hour lunch break) [Overtime or substitute work may be required when events are held.]
Pay, etc.	- Basic pay 13,847 yen per day * Regional allowance shall be added to the above. - Reimbursement of expenses (equivalent to commuting allowance) Expenses for commuting shall be reimbursed in accordance with the ordinance. - End-of-term allowance and diligence allowance Twice a year (June and December), the end-of-term allowance or diligence allowance shall be provided in accordance with the ordinance.
Welfare	Health insurance, pension insurance and employment insurance
Leave	- Annual paid leave To be granted according to the number of years of employment (Below is the case of the first year of employment) 5 days per year - Special leave Bereavement leave (paid), sick leave (unpaid), etc.

Obligations	The provisions of the Local Public Service Law shall apply. Obligation to obey laws and regulations and orders of Superiors, confidentiality obligation, obligation to give undivided attention to duty, etc.
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7 Examination Procedures and Application Period

How to get the application form	Access to the website of the International Affairs Division of Wakayama Prefectural Government (https://www.pref.wakayama.lg.jp/prefg/022300/d00152731.html) and download from “新着情報” (New Information).
How to apply	Send the application documents specified below to “Where to apply” below by postal mail or email . - By postal mail Write “国際交流員採用試験受験申込み” in red on the surface of the envelope and send it by registered mail. (simplified registration) *Submitted application materials will not be returned. - By email Attach the application documents (PDF) to the email with the title “国際交流員採用試験受験申込み”. * Email to confirm the receipt will be sent from the International Affairs Division. If not sent, contact the division by phone. Any problems of non-delivery due to conditions other than those mentioned above will not be addressed.
Application documents	The below (1), (2) and (3) are needed when applying postal mail and (1) and (2) are needed when applying by email. (1) Application form (Designated format) *Completed form with photo attached (2) Copy of Residence Card (both sides) * In the case of foreign nationals only (3) One standard-size mail envelop (Long #3 size, approx. 23 cm long x 12 cm wide) to send the examination ticket) * <u>Self-addressed</u> and stamped (84 yen)
Where to apply	International Affairs Division Address: 1-1 Komatsubara-dori, Wakayama City Email address: e0223001@pref.wakayama.lg.jp TEL: 073-441-2065
Application period	From April 15 (Mon), 2024 to May 31 (Fri), 2024 [No later than 5:00pm]
Issuance of examination ticket	Upon receipt of the application form, an examination ticket will be issued <u>after the application period</u> . The examination ticket need to be brought on the day of the examination. - Application by postal mail The examination ticket will be mailed to the applicant in a standard-size postal envelope. - Application by email The examination ticket will be sent to the applicant as an attachment to the email to be printed out by the applicant. If the examination ticket does not arrive by postal mail or email by June 5 (Wed.), contact the above contact immediately.

Notes on filling out the application form	(1) Fill out the form in Japanese. (2) Incomplete documents may not be accepted. (3) Incorrect information may disqualify the applicant from the examination. (4) Check “2 Requirements” for requirements to take the examination. (5) When applying by postal mail, use a ballpoint pen to write in the application form. (6) Use numerical figures and write the dates in the Western year. (7) Write the academic and employment history from the most recent to the least recent.
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8 Disclosure of Examination Results

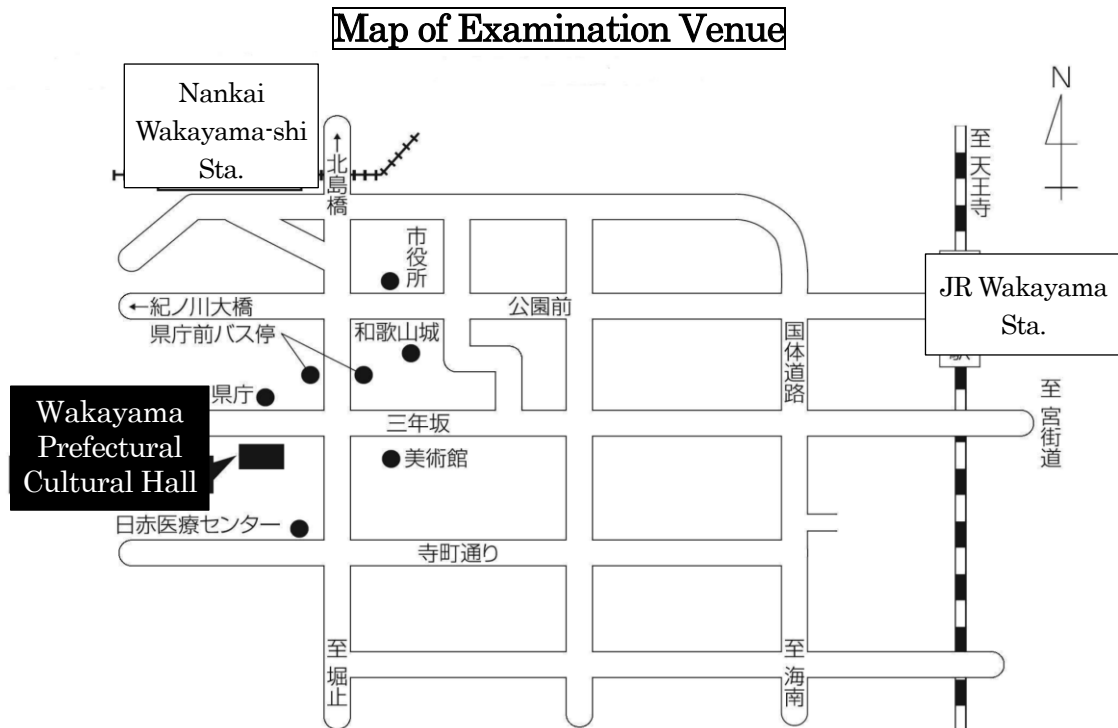
Information on the results of the examination can be provided upon request by the examinee.

Those who wish to receive such information should make a request to the International Affairs Division of the Wakayama Prefectural Government with the documents below to prove that they are the examinees.

Who can request disclosure	Disclosure contents	Disclosure period
Examinee	Total score and placement	For one month from the date of the notification of results (excluding Sundays, Saturdays and holidays stipulated in the Law Concerning National Holidays) From 9:00 a.m. (after the notification of result on the first day of the disclosure period) to 5:45 p.m.

9 Other

For inquires, contact the International Affairs Division, Planning and Policy Bureau, Planning Department, Wakayama Prefectural Government (TEL: 073-441-2065).



From JR Wakayama Station, take the bus to Kencho-mae (10 minutes) and walk 4 minutes.

From Nankai Wakayama-shi Station, take the bus to Kencho-mae (10 minutes) and walk 4 minutes.

*The map is simplified and the exact location should be checked by each applicant.