

September 27, 2018

Vacant position at the Finnish Institute in Japan

The Finnish Institute in Japan (FIJ) promotes Finnish science, culture and higher education supporting and enabling co-operation and dialogue between Japan and Finland. The Institute identifies and recognizes trends and co-operation possibilities connecting potential collaboration partners. The Institute is part of Team Finland in Japan and one of the 17 Finnish Cultural and Academic Institutes.

The Finnish Institute in Japan is looking for an **Academic Research Coordinator** from January 1, 2019 or according to agreement.

As the Academic Research Coordinator you will observe scientific trends and communicate with universities and other academic institutions in Japan and Finland. Other tasks include promoting academic exchange as well as coordinating FIJ's academic activities such as conferences, symposiums and meetings. The Coordinator will work under the guidance of the Director of the FIJ.

In order to manage the task successfully, the applicant should have

- An academic degree
- Fluency in written and spoken English
- Native-level Japanese language skills
- Ability to work in a small but dynamic organization where tasks and duties may vary
- Knowledge of Finnish culture and experience of studying and/or doing research in Finland

The employment contract will be made for a period of three years with an option for renewal.

Please send your motivation letter and CV, in English, to anna-maria.wiljanen@finstitute.jp by October 19, 2018

Inquiries and more information:

Director Anna-Maria Wiljanen, anna-maria.wiljanen@finstitute.jp, +81 (0)80 4069 7846

Available for phone inquiries on Wednesday October 10, at 2-4pm (JST).

<http://www.finstitute.jp>