

Call for Applications

Research Project on Trilateral Local City Exchange

Project Assistant



The TCS is looking for qualified candidates to participate in the Research Project on CJK Local City Trilateral Exchanges 2022. This project aims to compile comprehensive information on updates about trilateral local-level exchanges among China, Japan and the ROK. The three Project Assistants each from the three countries are expected to contribute to a wide range of tasks for the project, including researching and selecting information, drafting report contents, translation and interpretation, consultation with relevant stakeholders, etc.

Conditions

- Project Period: January 3, 2022 - April 1, 2022 (3 months)
- The assistants are expected to work from home. Attendance in online meetings is mandatory.

Job Description

- Researching and selecting information
- Drafting report contents
- Translation and interpretation
- Consultation with relevant stakeholders
- Other tasks assigned to implement the project

Qualifications

- Citizen of the People's Republic of China, Japan or the Republic of Korea
- Bachelor's degree or higher (including degree candidates) in Interpretation and Translation, International Relations, Regional Studies, Humanities or other social sciences preferred
- Native-level proficiency is expected of your native language. Proficiency in English is also required. For Chinese and Japanese nationals, individuals proficient in Korean also qualify in lieu of English proficiency.
- Proficiency with Microsoft Office (Word/Excel/PowerPoint)
- Ability to perform a variety of tasks with energy and a positive attitude
- Ability to successfully interact with individuals of different cultural backgrounds and beliefs, which includes willingness to understand and be tolerant of differing opinions and views

Selection Process

- Application Deadline: Sunday, December 12, 2021
- 1st round: Document review
- 2nd round: Written test (Saturday, December 18)
- 3rd round: Interview (scheduled for the last week in December)
- All applicants will be individually notified regardless of the results once we finish each screening process.

How to Apply

- Please submit the application form (attached) through the TCS application system.
- You may be requested to supply documentary evidence which supports statements you have made in your application.
- Falsification, misrepresentation or omission of fact on your application (or any other accompanying documents) will be cause for denial or immediate termination of participation in this project, regardless of when or how discovered.

Administrative Arrangement

- Compensation: 6,000 USD (prior to tax deductions)
- The Certificate of Participation will be awarded after completion of the project.
- The project will not assist with visa procedures.
- For inquiries, please contact the program officer at TLER@tcs-asia.org. The TCS does not accept phone calls and walk-in inquiries.

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