

26 August 2025

Programme Associate (Cohort 2) - 2 Positions

ASEAN-Japan Centre (AJC) | Tokyo, Japan | 3-year Talent Nurturing Fellowship Programme

1. About AJC

- [The ASEAN Promotion Centre on Trade, Investment and Tourism \(ASEAN-Japan Centre, hereafter “the AJC”\)](#) is an international organization established by the ASEAN Member States and Japan in 1981 to promote trade, investment, tourism, and people-to-people exchanges between ASEAN and Japan.

2. Role Summary

- AJC seeks two Programme Associates (PAs) for a three-year Talent Nurturing Fellowship Programme.
- Through on-the-job learning, PAs will contribute to the planning, implementation, and delivery of cross-cutting initiatives in trade, investment, tourism, people-to-people exchanges, and public engagement, while simultaneously developing into future professionals capable of leading such initiatives.

3. Key Responsibilities

- Assist in the planning, implementation, and delivery of programmes, events, research, reports, and stakeholder engagement activities.
- Draft briefs, reports, speeches, and digital content (EN/JP as required, with AI-assisted tools where appropriate).
- Support data collection and visualization, monitoring and evaluation, as well as basic procurement and administrative tasks.
- Coordinate with government counterparts in ASEAN and Japan, as well as with private sector partners, academia, and youth networks.
- Contribute to initiatives that are inclusive, sustainable, and people-centred, in line with AJC’s mission.

4. Learning & Career Development Support

- Up to JPY 300,000 per working year for self-development or training directly related to the role.
- Upon successful completion of the three-year Programme, PAs will receive priority consideration for any relevant vacant posts, subject to availability and performance.

5. Eligibility (Cohort-specific)

- **Citizenship¹:** ASEAN Member State or Japan

For this 2nd cohort, applications are limited to:

- A) Japanese nationals;
- B) Nationals of any ASEAN Member State currently enrolled in a university or graduate school in Japan; or
- C) ASEAN nationals holding a valid Japanese residence status.
- D) **As an exception**, an ASEAN nationals who is not currently working or studying in Japan but meets the educational or professional experience requirements stipulated under the Immigration Control and Refugee Recognition Act of Japan for obtaining a work-related status of residence — for example, a post-graduate degree, or at least ten years of relevant professional experience in the fields of trade, investment, tourism, international relations, or media.

- **Academic/Professional Background:** There is no minimum requirement for academic degree or prior work experience. However, an academic or professional background, or competence in economics, communications/mass media, socio-economics, international relations, or related fields, will be considered an advantage.

- **Language:**

(1) **English (Required):** Proof of working proficiency is required.

Acceptable certificates include:

- TOEFL iBT
- IELTS
- Cambridge Certificate of Proficiency in English (CPE) / Cambridge C2 Proficiency
- Pearson Test of English (PTE)
- University-issued certification or a Medium of Instruction (MOI) letter (if standardized test results are unavailable).

(2) **Japanese (Desirable):** Business-level proficiency (e.g., Japanese Language Proficiency Test [JLPT] N2 or above; N1 preferred).

Shortlisted candidates will be required to submit proof of language proficiency after the initial screening.

¹ The ASEAN-Japan Centre is an equal opportunity employer. We welcome applications from all qualified candidates regardless of gender, disability, or background, and are committed to providing reasonable accommodation to ensure inclusivity and fairness throughout the recruitment process and employment.

6. Work Location & Travel

- Applicants must be able to work at the AJC office in Tokyo ([1F Shin Onarimon Building, 6-17-19 Shimbashi, Minato-ku, Tokyo 105-0004](#)) and undertake domestic and ASEAN-related travel, as required.
- Reasonable accommodation, such as accessible facilities and travel support, will be provided for persons with physical disabilities to enable them to perform the essential functions of the role.

7. Desired Skills & Attributes

- **Integrity, Professionalism, and Empathy** are three key core values of AJC.
- **Eight essential competencies** expected of all staff are:
 - (1) Communicate effectively with passion
 - (2) Think strategically
 - (3) Build partnerships and earn trust
 - (4) Demonstrate self-awareness
 - (5) Embrace innovation and adaptability
 - (6) Drive to achieve results for people
 - (7) Collaborate with others
 - (8) Be aware of zero tolerance for misconduct
- Organization, Reliability, and Attention to detail.
- Strong writing and presentation skills (EN essential; JP desirable).
- Digital literacy (office suite, web CMS, data tools); curiosity about using AI responsibly.

8. Terms & Remuneration

- 3-year Talent Nurturing Fellowship Programme.
- Around 3.5 million yen (taxable) per annum for fresh graduates. Overtime allowance, commutation allowance, social security and health insurance, and payment of termination gratuity will be provided.
- Students can work as paid interns (based on the Centre's regulations) until they obtain their bachelor's degree or finish the postgraduate course, at which point they will be formally start their duties as Programme Associate.
- In accordance with the Centre's regulations, there would be an annual within-grade increment and a provision for severance pay.

- A maximum of 300,000 yen per year will be provided to support the self-study of the Programme Associate for his/her self-development (on an application basis*).

*Please note that there will be specific conditions regarding the content of the self-study.

9. How to Apply

- **For the Initial Application**

Submit the following AJC online application form in English.

<https://forms.office.com/r/LuuyhM0FWw>

Application deadline: 24:00, 30 September 2025 (Tuesday) JST

- **For the Short-Listed Candidates**

Additional documents will be required for submission. Details will be shared with shortlisted candidates. The required documents include the following:

- (1) **Cover letter** (max 3 pages) describing motivation and fit.
- (2) **Detailed CV** (max 2 pages)
- (3) **Short English writing sample** (800-1200 words) and a **short Japanese writing sample** (400–600 words) on a topic provided in the form
- (4) **Names/contact details of two referees**
- (5) **Proof of eligibility for this cohort** (e.g., copy of Japanese passport, proof of current enrollment in Japan, or Japanese residence card, proof of language proficiency etc.).

10. Selection Process

- Eligibility screening based on the information provided in the online application form
- Structured review of CV/letters/Writing Samples using scorecards.
- Panel interviews (may include a 5-minute presentation)
- Reference and background checks

11. Inquiries

- For any inquiries regarding this three-year Talent Nurturing Fellowship Programme, please contact the Office of General Affairs at the ASEAN-Japan Centre by e-mail at saiyoweb@asean.or.jp.

12. Additional Information

- In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, language skills, references and any other relevant information. Initial screening and evaluation of applications will be conducted based on the information submitted. Applications cannot be amended after submission and all documents submitted to the Centre will not be returned to applicants.

- The Centre does not charge a fee at any stage of the recruitment process, nor concern itself with information on applicants' bank accounts. The Centre is committed to the highest standards of efficiency, competence, integrity and transparency for all its human resources, including but not limited to respect for international human rights and humanitarian law.
