



## Ashinaga Foundation

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### Professional Network and Career Development Coordinator Ashinaga Foundation (Tokyo)

The Ashinaga Foundation is an NGO based in Tokyo that strives to provide educational and emotional support to young people who have experienced the loss of one or both parents. In 2001, Ashinaga expanded beyond its domestic activities and now supports a global community of disadvantaged young people with a focus on Sub-Saharan Africa through its Ashinaga Africa Initiative (AAI) leadership program.

The Professional Network and Career Development (PND) Team supports the efforts of AAI Scholars in developing professional skills and finding career opportunities and creates a supporting network for the Scholars by engaging with external partners. PND plays a vital role to create opportunities for AAI Scholars to grow themselves to be future leaders of Africa.

<b>General</b>	Start Date: From August 2020 onwards Location: Chiyoda-ku, Tokyo, Japan
<b>Duties</b>	<p>We are looking for Professional Network and Career Development Coordinator to join our international team to support the Ashinaga Africa Initiative (AAI) Scholars. The PND team has two roles: Scholar-facing and External-facing. PND staff at the Tokyo Headquarters coordinates with PND members of Ashinaga Regional Offices (US, UK, France, Brazil, Uganda and Senegal) to develop and implement projects, and processes that aim at developing the professional skills of Scholars, and to expand career opportunities for Scholars by networking with partners. The PND Coordinator works with other PND team members and under supervision of PND Manager and Director of AAI Section 3. Your duties would entail:</p> <ol style="list-style-type: none"> <li><b>1. Scholars-facing</b> <ul style="list-style-type: none"> <li>✓ Planning and implementing a system to develop career readiness and professional skills of AAI Scholars, and to monitor its progress,</li> <li>✓ Review past performance, design and implement Ashinaga Internship Placement program,</li> <li>✓ Develop and implement AAI Career Development Modules,</li> <li>✓ Design and implement the international students' camp in close collaboration with Student Relations Team,</li> <li>✓ Offer coaching to AAI Scholars on how to navigate their career journey through skill and experience acquisition, as well as the development of CVs, Cover Letters, and interview skills,</li> <li>✓ Support Scholars in improving job-hunting skills,</li> <li>✓ Supervise Professional Network Development Intern(s),</li> <li>✓ Collect necessary data/information for Monitoring and Evaluation.</li> </ul> </li> <li><b>2. External-facing</b> <ul style="list-style-type: none"> <li>✓ Explore and source internship and job opportunities for AAI Scholars,</li> <li>✓ Develop/expand the Ashinaga network and engage with partner organizations/ companies,</li> <li>✓ Assist with the design and implementation of the partner engagement strategy.</li> </ul> </li> <li><b>3. Other tasks</b> <ul style="list-style-type: none"> <li>✓ As AAI Staff, support other areas of Ashinaga's work when necessary, including fundraising and Japanese students' camps,</li> <li>✓ Undertake other tasks assigned by the organization.</li> </ul> </li> </ol>
<b>Requirement</b>	<p><b>Mandatory</b></p> <ul style="list-style-type: none"> <li>✓ English (native or fluent)</li> <li>✓ Bachelor's degree</li> <li>✓ At least two years of relevant work experience in career coaching</li> <li>✓ Interest and knowledge in Africa and Career Development</li> <li>✓ Networking skill</li> <li>✓ Ability to organize, prioritize, document and multi-task independently</li> </ul>

	<ul style="list-style-type: none"> <li>✓ Strong communication and documentation skills</li> <li>✓ Experience in working with or training students</li> <li>✓ Willingness and ability to travel domestically and internationally</li> <li>✓ Understanding of the mission and purpose of the AAI and the underlying values of the Ashinaga Foundation</li> </ul> <p><b>Preferred</b></p> <ul style="list-style-type: none"> <li>✓ Japanese or French</li> <li>✓ Previous experience and connection to the continent of Africa</li> <li>✓ Previous work experience in Japan</li> </ul>
<b>Benefit</b>	<p><b>Salary</b></p> <ul style="list-style-type: none"> <li>✓ Starting from 3,960,000 Japanese yen for the first year: salary commensurate with experience.</li> <li>✓ One-year contract: Contract may be renewed upon discussion.</li> </ul> <p>Other Benefits</p> <ul style="list-style-type: none"> <li>✓ Economy class flight to Japan from the country of residence (at the beginning and end of your employment with Ashinaga), weekly Japanese lessons, work-related travel expenses, inclusion on employee insurance program, 20 paid holidays per year (excluding national holidays and weekends)</li> </ul>
<b>How to Apply</b>	<p>To apply, please submit your CV/resume and a one-page cover letter by June 30th 2020 to:</p> <ul style="list-style-type: none"> <li>• Chieko Nanayama (nanayama.c@ashinaga.org)</li> <li>• CC: Kayo Torii (torii.k@ashinaga.org)</li> </ul>
<b>Contact</b>	<p>Ashinaga Foundation  Ashinaga Africa Initiative  Sabo Kaikan 4 F, 2-7-5 Hirakawa-cho, Chiyoda-ku, Tokyo 102-8639, Japan  TEL : +81-(0)3-3221-0888</p>