



The German Institute for Japanese Studies (DIJ), Tokyo

is a German research institute based in Tokyo (www.dijtokyo.org). As an institute of the Max Weber Foundation, it is funded by the German Federal Ministry of Education and Research.

The DIJ is seeking applicants for a digital and IT support position.

Tasks include:

- Website support, programming, data input
- Technical support and supervision of online/offline events
- Basic design work for illustrations, posters, etc.
- Deployment of updates / patches (Windows server/ Filewave)
- IT support and troubleshooting

We welcome applications from candidates with the following profile:

- Documented experience with WordPress, php skills, Git, Mac OS, Linux
- CSS skills and creative talent for layout and design
- Well-developed teamwork and communication skills
- Experience with audio and video recording/editing
- Experience with streaming and publishing on YouTube, social media
- Knowledge of active directory, group policies
- Knowledge of Windows patch/update management (Filewave)
- Ability to work flexible hours for infrequent event support on evenings/weekend

Applicants must be fluent in English and in Japanese or German and either have Japanese nationality or otherwise be in possession of a Japanese working visa.

The employment would be first on a two-year basis starting in Spring / early Summer 2021 with the option of a permanent position thereafter, if certain conditions are met.

The Max Weber Foundation is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or disability. The Max Weber Foundation is a family-friendly employer who is committed to support a healthy work-life balance.

The employment conditions are in accordance with the employment regulations of the German Embassy in Tokyo.

Individuals interested in this position are invited to send their cover letter and CV in English to director@dijtokyo.org, no later than February 28, 2021.