

Executive Director Position

Exciting Opportunity for the Right Person

The NCCJ is for the first time creating a regular part-time Executive Director position, with office space at the *Trade & Technology Office* at the *Norwegian Embassy* in Hiroo. Until now the position has been held largely on a volunteer basis, without a physical office or regular office hours.

The new position is created as part of *NCCJ's '2.0' plan* to further expand and improve the services and activities of the Chamber. This plan also includes a *new Web site*, to be launched soon, with improved functionalities and content. The Executive Director position will play a central role in executing and achieving the objectives of the 'NCCJ 2.0' plan.

As such, this provides an exciting opportunity for the right person looking for new and interesting challenges in an international environment, and to work with the NCCJ Board and others to help lift the Chamber to the next level.

The Executive Director is appointed by and reports to the NCCJ Board, and runs the Chamber's day-to-day activities. He or she will participate at all Board meetings.

Qualifications

The successful candidate should have a higher education degree; speak, write and read Japanese and English fluently; and familiarity with Microsoft Office (Word, Excel, Power Point) is essential. Experience from sales and marketing work, or a similar position, will be an advantage but not a formal requirement. Also, knowledge about Norway and Norwegian business in Japan is an advantage but not a requirement.

The right person is expected to be well organized, diligent and with the ability to work independently.

Working Hours

80 hours per month

Regular daily hours – exact times open for discussion.

The Executive Director is also expected to participate at most NCCJ events.

Work Place

Located at the Trade & Technology Office, Royal Norwegian Embassy, Hiroo, Minato-ku.

Indicative Salary: ~JPY2.2 million plus performance related bonus.

Commuting

Allowance: Up to JPY15,000 per month.

Application Deadline: August 31, 2010.

Tentative Start Date: October 4, 2010 (to be finalized and agreed later).

APPLICATIONS

Initial applications for the job should be sent by E-mail to Mr. Trond Varlid, NCCJ President, at tvarlid@gmail.com within August 31, 2010. Please attach a CV and write a short introduction of yourself – your background and the reason that you are interested in the position (free format). Mr. Varlid can also be reached on mobile number 080 4368 2025.

Suitable candidates will be invited to one or more interviews during the recruitment period.