

# Tokyo University of Foreign Studies

## Vacancy Announcement for a Specially Appointed Chief Language Instructor (Malay)

### 1. Recruiting Institution

Tokyo University of Foreign Studies (National University Corporation)

### 2. Position

**Specially Appointed Chief Language Instructor (Malay)**

**Number of Positions:** One (1)

### 3. Affiliation

World Language and Society Education Centre

### 4. Place of Work

**Upon appointment:**

Tokyo University of Foreign Studies, Fuchu Campus  
3-11-1 Asahi-cho, Fuchu-shi, Tokyo, Japan

**Scope of change:** None

### 5. Term of Employment

1 April 2027 – 31 March 2030

The appointment may be renewed if the employee's performance is satisfactory and the University determines that continued employment is necessary. The total period of employment shall not exceed five (5) years.

### 6. Duties

**Upon appointment**

- Teaching Malay language courses at all levels
  - Seven 90-minute undergraduate classes per week during the Spring and Autumn semesters
  - One class in the Master's Programme per week during the Spring and Autumn semesters
  - Intensive courses during the Summer and Winter terms may also be assigned
- Providing educational support, including:
  - Open Campus events
  - Entrance and graduation ceremonies
  - Guidance for cultural activities such as Malay cuisine booths and language drama performances at the university festival
  - Student advising
- Assisting with the preparation of Malay language entrance examination questions
- Liaising with governmental and educational institutions in Malaysia and other Malay-speaking countries

### **Scope of change**

No change from the duties described above.

## **7. Qualifications**

Applicants must:

- Be a native speaker of Malay;
- Hold a master's degree (field of specialisation not specified);
- Have experience teaching Malay as a foreign language at the tertiary level.

Japanese language proficiency is not required but will be taken into consideration during the selection process.

## **8. Terms and Conditions of Employment**

### **(1) Salary**

Monthly salary: **JPY 400,000–500,000**  
(approximately **JPY 4.8–6.0 million annually**)

Salary will be determined in accordance with the University's regulations, taking into account the successful applicant's qualifications and professional experience.

Income tax and the employee's share of social insurance premiums (employment insurance and mutual aid association contributions) will be deducted.

## **(2) Working Hours**

Discretionary Labour System for Professional Work

Equivalent to **38 hours and 45 minutes per week** (7 hours and 45 minutes per day).

## **(3) Holidays and Leave**

### **Holidays**

- Saturdays and Sundays
- National holidays
- Year-end/New Year holidays (29 December–3 January)
- University-designated summer closure
- Other university-designated holidays

Employees may be required to work on these days when necessary.

### **Annual paid leave**

Granted six months after the date of appointment in accordance with the University's regulations.

## **(4) Social Insurance**

Enrollment in:

- MEXT Mutual Aid Association

- Employees' Pension Insurance
- Employment Insurance
- Workers' Accident Compensation Insurance

#### **(5) Probationary Period**

Six (6) months from the date of appointment.

#### **(6) Allowances**

Commuting allowance and other applicable allowances will be provided in accordance with University regulations.

No bonus or retirement allowance will be paid.

### **9. Application Documents**

(Applications may be submitted in **Japanese or Malay**.)

1. Curriculum Vitae
2. List of research and teaching achievements
3. Three major publications (or equivalent achievements) together with a summary of each

Additional documents may be requested if necessary.

### **10. Application Procedure and Deadline**

Application documents should be submitted in **PDF format** to the contact person below.

**Application deadline: Friday, 7 August 2026**

### **11. Selection Process**

1. Selection will consist of document screening followed by an interview.
2. Interviews will be conducted either in person or online. Applicants are responsible for any expenses incurred in attending the interview.
3. Interviews are scheduled for late August 2026.

4. Following the interviews, the final candidate will be selected. The appointment will become official after approval by the University's governing bodies, with the final decision expected by the end of December 2026.

## **12. Contact**

### **Associate Professor Dr. Hiroki Nomoto**

Head, Malay Language Programme  
Tokyo University of Foreign Studies

E-mail: [nomoto@tufs.ac.jp](mailto:nomoto@tufs.ac.jp)

## **13. Additional Information**

1. For information about Tokyo University of Foreign Studies, please visit:  
<https://www.tufs.ac.jp/>
2. The University's Regulations for Special Fixed-Term Employees are available at:  
[https://www.tufs.ac.jp/common/is/soumu/kitei/04\\_22tokutei\\_yuukikoyoushokuin\\_shugyou\\_kisoku.pdf](https://www.tufs.ac.jp/common/is/soumu/kitei/04_22tokutei_yuukikoyoushokuin_shugyou_kisoku.pdf)
3. Personal information contained in the application documents will be used solely for the recruitment and selection process.
4. Tokyo University of Foreign Studies is committed to promoting gender equality.
5. Smoking is prohibited on campus except in designated outdoor smoking areas.