

Japan Exchange and Teaching Programme
Certificate of Employment
語学指導等を行う外国青年招致事業 (JET プログラム)
在職証明書

SAMPLE

This is to certify that the above-named person was a participant on the Japan Exchange and Teaching (JET) Programme during the period of time noted above, and completed their period of appointment with our organisation.

Established in 1987, the JET Programme aims to promote internationalisation at the local level by inviting young overseas graduates to assist in international exchange and foreign language education in local government, boards of education, and junior & senior high schools throughout Japan. It seeks to foster ties between Japanese citizens (mainly youth) and JET participants at the person to person level. JET Programme participants are placed in contracting organisations throughout Japan. Contracting organisations consist of prefectural, city, town and village governments and some private schools.

In general, the duties of an Assistant Language Teacher include the following:

- a) Assistance with classes taught by Japanese foreign language teachers
- b) Assistance with the preparation of supplementary teaching materials
- c) Assistance with the language training of Japanese teachers of the foreign language
- d) Assistance with the instruction of foreign language clubs and other extra-curricular activities
- e) Providing information on language and other related subjects to Teachers' Consultants and Japanese teachers of the foreign language (e.g. word usage, pronunciation, etc.)
- f) Assistance with foreign language speech contests
- g) Assistance with local international exchange activities
- h) Other duties assigned by the contracting organisation

上記の者は「語学指導等を行う外国青年招致事業」(JET プログラム)により、当団体に在職し、任用期間を満了したことを証明します。

JET プログラムは、地方公共団体等が事業主体(任用団体)となり、外国青年を招致し外国語教育の充実と地域レベルの国際交流の進展を図ることを通して、我が国と諸外国の相互理解の増進と我が国の地域の国際化の推進に資するため、昭和62年度に開始されました。

現在、すべての都道府県と政令指定都市を含む地方公共団体等(一部私立学校を含む)が外国青年を受け入れています。

外国語指導助手の主な職務は次のとおりです。

- 1) 日本人教師の外国語授業の補助
- 2) 外国語補助教材作成の補助
- 3) 日本人外国語担当教員に対する現職研修の補助
- 4) 外国語クラブ等課外活動への協力
- 5) 外国語担当指導主事や外国語担当教員に対する語学に関する情報の提供(言葉の使い方、発音の仕方等)
- 6) 外国語スピーチコンテストへの協力
- 7) 地域における国際交流活動への協力
- 8) その他

Contracting Organisation A-11

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In general, the duties of a Coordinator for International Relations include the following:

- Assistance with projects related to international activities carried out by local governments (editing and translating publications in a foreign language; assisting & advising on planning, designing and implementing international exchange programmes; receiving guests from abroad, interpreting at international events)
- To assist with language instruction for local government employees and local residents
- To assist with and participate in the activities of local government employees and local residents
- To assist with exchange activities related to local residents' cross-cultural understanding
- Other duties assigned by the contracting organisation

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国際交流員の主な職務は次のとおりです。

- 地方公共団体の国際交流関係事務の補助(外国語刊行物等の翻訳・監修、国際交流事業の企画・立案及び実施に当たっての協力、助言等、外国からの訪問客の接遇、イベント等の際の通訳)
- 地方公共団体の職員、地域住民に対する語学指導への協力
- 地域の民間交流団体の事業活動に対する助言、参画
- 地域住民の異文化理解のための交流活動への協力
- その他

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In general, the duties of a Sports Exchange Advisor include the following:

- Assistance with sports training programme carried out by local governments (including cooperating and advising on planning, designing and implementing sports projects)
- Assistance with sports training of local talented athletes
- Assistance with sports training of local government employees and residents
- Advising on the planning of sports projects organised by local private groups or organisations participating in international exchange
- Other duties assigned by the contracting organisation

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スポーツ国際交流員の主な職務は次のとおりです。

- 地域公共団体のスポーツ指導事務の補助 (スポーツ事業の企画・立案及び実施に当たっての協力、助言等)
- 地域における優秀な選手等に対するスポーツ指導への協力
- 地方公共団体の職員、地域住民に対するスポーツ指導への協力
- 地域の民間国際交流団体のスポーツ事業活動に対する助言、参画
- その他

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