

Job Description (JD) for Working in Japan

Job Title: High Skilled Professionals: Project Manager (Project Coordinator)

Job Type/Title	High-Skilled Professionals: Project Manager (Project Coordinator)
Name of Hiring Companies/Organizations	<ol style="list-style-type: none"> 1. Patanjali Japan Foundation, aka PJF (Yoga Professionals, Project Managers, Engineers, Others) (www.patanjali.jp) 2. Weneed Inc, Japan (Healthcare, Daycare, Hospitality, Agriculture, Engineers (High Skilled Professionals) (https://weneed.jp/)) 3. Collaborations with many Japanese companies through Weneed Inc.
Qualifications & Skills Eligibility	High Skilled Professional: Engineering and MBA Professionals: <ol style="list-style-type: none"> 1. B.Tech, BCA, MCA
Japanese Language Eligibility	Minimum N4 Japanese language proficiency and willingness to learn up to N3 after selection.
Experience Required	Minimum one year (Preferred but not mandatory) Experience requirements might change depending on the hiring company.
Agniveer Eligibility	Minimum Bronze Badge should be maintained (Details in Agniveer Framework)
Job Descriptions	High Skilled Professionals: Project Manager (Project Coordinator) <ol style="list-style-type: none"> 1. Clarify roles and responsibilities within a project 2. Clarify project objective and point out differences of opinion, misunderstandings and other disconnections in order to set the project on the right course 3. Clarify project reporting structure. 4. Regularly report project progress to BU. 5. Enable smooth communication between team members 6. Clarify the communication with external teams and create rigid processes for this as needed (including outsourced teams) 7. Create and distribute meetings minutes as needed 8. Ensure that processes are followed and escalation done to DVM for enforcement 9. Institute changes to processes as needed 10. Manage overall project budget, incl getting cost estimates for external teams, Security Audit activities, SSL certificate, hardware and 3rd party software costs 11. Manage and report overall project schedule, also for work ordered to external teams 12. Conduct training of team members about project management processes and tools 13. Remove impediments (blockers) 14. Protecting the team from outside interference 15. Track risks and escalate to management as needed 16. Develop metrics for project team management 17. Understand major features of the product being developed to communicate effectively with PDM, development, and QA teams 18. Driving overall project progress for each release 19. Inform DVM and other stakeholders about quality concerns 20. Manage project management tools
Salary	For engineers or highly skilled workers, a minimum of 200,000 JPY per month based on the experience and role.
Contract Period	<ol style="list-style-type: none"> 1. Minimum one year 2. Extend visa renewal for one year to 5 years, depending on the company and work performance.

Additional Information

1. Hiring Process

- a) Prepare the following documents:
 - ① Resume in Japanese.
 - ② All Educational Certificates.
 - ③ Passport
 - ④ Preferred Employment Certificate of technical intern if available.
 - ⑤ Technical Intern Student Declaration Form if available.
 - ⑥ Letter of recommendation for technical interns from an educational institution or Govt.
 - ⑦ Pre-Departure training
- b) Resume screening
- c) Technical Interview
- d) Japanese language interview
- e) Interview by Employer
- f) Final interview with the date of joining discussion

2. Salary & Living expense

- a) For SSW, a minimum of 176,000 JPY per month (considering 1,000 JPY per hour, 22 days a month) as per SSW guidelines. Overtime provided.
- b) For engineers or highly skilled workers, a minimum of 200,000 JPY per month based on the experience and role.
- c) The average expense of living in Japan with a good lifestyle is 100,000 JPY per month. It can be managed within 70,000 JPY per month.
- d) Monthly savings of 76,000 JPY, i.e., approximately more than 40,000 INR per month, can be done very easily with a lavish lifestyle.
- e) Salary increases happen based on the performance of the candidate.
- f) Benefits of working in Japan
 - ① Safe and secure
 - ② Minimal crime rate
 - ③ No discrimination
 - ④ High Demand (easy visa)
 - ⑤ Higher growth in career

3. Agniveer Program

- a) Agniveer program is applicable only within Japan.
- b) The Agniveer program ensures that the candidate pursues unique Japanese professionalism. The candidate must go through the training program, which allows them to learn an industry-specific Japanese language and experience an industry-specific work culture and discipline.
- c) After the training is completed, Agniveer will be granted a badge (gold, silver, or bronze), which is required to be maintained to continue and grow in their career.
- d) The Agniveer badge ensures that the trust between the candidate and the employer is well maintained. PJF supports both candidates and employers for any mismanagement if it happens otherwise.