

20th Asian Games Aichi-Nagoya 2026 Staff Recruitment Guide

Starting Date: 1st July 2025

Aichi-Nagoya Asian Games and Asian Para Games Organizing Committee

Application Period: Ongoing from 1st July 2025 until further notification

*Applications will be closed once the maximum number has been reached.

1 Recruitment Details

(1) Field, Job Description, Desired Personnel and Qualifications.

①	Field	Technology (IT system and Venue Technology Services Related to the Games)
	Main Job Description	<p>① Venue Technology Manager</p> <ul style="list-style-type: none"> • Planning, implementation, and operation of Venue Technology Services at the assigned venue(s), which may include more than one venue until a dedicated VTM is appointed for each. • Management of technology service projects at the assigned venue(s). • Coordination with related departments within the organizing committee as part of the above tasks. • Coordination with relevant organizations (such as the Olympic Council of Asia (OCA), Governments, Telecom providers, etc.) in relation to the above tasks. • Administrative tasks associated with the above duties. <p>② Other</p> <ul style="list-style-type: none"> • Project management related to the Technology field. • Development, testing, and operation of the Asian Games IT systems. • Planning, implementation, and operation of Venue Technology Services. • Establishment of Network. • Establishment of Cyber Security. • Coordination with relevant organizations (such as the Olympic Council of Asia (OCA), Governments, Telecom providers, etc.) in relation to the above tasks. • Administrative tasks associated with the above duties.
	Desired Candidates	<ul style="list-style-type: none"> • Candidates with knowledge of any of the main job descriptions. • Candidates with specialized knowledge in Technology field. • Experience in the field of Technology in International Major Sport Events. • Candidates who can negotiate and coordinate smoothly with OCA and other related Organizations. • Candidates who can engage in work throughout the employment period and work flexibly during the Games and the period leading up to the Games.
	Application	<ul style="list-style-type: none"> • Experience in business communication in English. (both speaking and writing) • A minimum of 3 years of practical experience in the field of Technology

	Qualifications	as of July 1, 2025; Or have participated in at least one International Major Sport Events at Technology Department.
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(2) Number of Positions Available

①, ② The number is under consideration

(3) Expected Job Titles

Project Director (Managerial position), Senior Manager, or Manager (to be determined based on experience and qualifications)

(4) Employment Period

(a) When employment starts during the fiscal year 2025: From 1st October 2025, onwards sequentially till 31st March 2026.

※ If your performance at work is satisfactory, in principle, the employment period will be renewed, but retirement will occur upon the ending of our main business (tentatively ending at the end of October 2026).

(b) When employment starts during the fiscal year 2026: From April 1, 2026, onwards sequentially till October 31, 2026 (tentatively).

※ Common to both (a) and (b)

- Employment start time is negotiable.
- There is a six-month probationary period.
- Depending on the progress of the tasks you are engaged in, the employment period may extend until the end of March 2027 at the longest.

2 Selection Process

For those who have applied by the final business day (weekday) of each month, the selection process will be conducted as follows in the subsequent month. Regardless of the submission method (postal mail, in-person, or email), applications received by 5:30 p.m. (Japan time) on the day of the deadline will be selected for the following month.

Category	Selection Content	Date	Result Announcement
First Selection (Document Screening)	The suitability and ability for the job will be evaluated based on the submitted documents (Application Form, Resume, and Record of Achievements).	—	Around the 10th of each month
Second Selection (Interview Screening)	Candidates who passed the first selection will be evaluated on how they can apply their past work experience and abilities to this job, and whether they are suitable personnel for achieving the organization's goals (success of the Asian and Asian Para Games).	Around the 20th of each month	Around the 30th of each month

※The result will be announced on our organization's website. Additionally, all applicants will be notified via email.

Example: If the documents are submitted on Thursday, July 10th,

Document screening result announcement: Tuesday, August 12th

Interview: Wednesday, August 20th

Interview result announcement: Friday, August 29th

※Please note that the schedule provided is for illustrative purposes only and does not guarantee that interviews or result announcements will occur on the specified dates.

3 Application Method

(1) Application Period: Any time after 1st July 2025 (Tuesday)

(2) Required Documents:

Documents		Format
(a)	Staff Selection Application Form	様式 1 Attach a photo taken within the last three months
(b)	Resume	様式 2
(c)	Record of Achievements	様式 3

(3) Submission Method:

Please submit using one of the following methods:

① Submit by post or in person

② Submit by email

※There are no specific instructions for posting methods, but simplified registered mail is recommended.

※If submitting in person, submissions will be accepted from 8:45 a.m. to 5:30 p.m. on weekdays only.

(4) Submission Address:

①If submitting by post or in person:

Department Name: IT System Section

Organization Name: Aichi-Nagoya Asian Games and Asian Para Games Organizing Committee

Building name: Aichi Prefectural Government Office, Higashi-Ote Building

Address: 3-1-2, Sannomaru, Naka-ku, Nagoya, Aichi Prefecture, Japan

Postal code:460-0001

②If submitting by email:

ainagoc-tec-hr@aichi-nagoya2026.org

(5) Important Notes:

- Please do not fold the documents when submitting.
- If submitting by post, write "Selection Application Form Enclosed" on the front of the envelope in red ink.
- If submitting by email, include "Submission of Selection Application Form" in the

subject line.

- Incomplete documents may result in disqualification.
- The submitted documents cannot be returned. All personal information obtained from the documents will not be used for purposes other than the selection and hiring process.

4 How to Obtain the Staff Selection Application Form, etc.

- Download from the website
- The forms[様式] for the Staff Selection Application, Resume, and Record of Achievements can be downloaded from our organization' s website:

(<https://www.aichi-nagoya2026.org/>)

5 Working Conditions

Category	Details
Working Hours	From 8:45 a.m. to 5:30 p.m. (1-hour break) Flex-time system available
Days Off	Sundays, Saturdays, Public Holidays, Year-End and New Year holidays (December 29 to January 3)
Leave	Annual Paid Leave, Special Paid Leave (Including Summer leave, marriage, bereavement, etc.), Caregiving Paid Leave, etc.
Salary	<p><u>For Project Director:</u> Approximately 610,000 Yen per month. (Including regional allowance)</p> <p>Other allowances, such as commuting, housing, and bonus allowances, will be provided according to the respective eligibility criteria.</p> <p><u>For Senior Manager or Manager:</u> Based on the working experience, approximately 330,000 to 440,000 Yen per month. (Including regional allowance) Salary will be set based on individual experience.</p> <p>The approximate amounts are as follows.</p> <p>5 years of experience: Approximately 360,000 Yen per month (Including regional allowance).</p> <p>10 years of experience: Approximately 410,000 Yen per month (same as above).</p> <p>Other allowances, such as commuting, housing, overtime and bonus/hard working allowances, will be provided according to the respective eligibility criteria. Salary will be set individually.</p>
Social Insurance	Japan Health Insurance Association (Kyokai Kenpo)、Employee's Pension Insurance
Work Location	Aichi Prefecture Higashi-Ote Government Building (3-2-1 Sannomaru, Naka Ward, Nagoya City, Aichi Prefecture)

※Please refer to our website for more details. Additionally, the above information is as of July 1, 2025, and is subject to change due to revisions in regulations.

6 Others

- (1) We cannot respond to inquiries about the hiring results by phone or other means.
- (2) We reserve the right to revoke an offer at any stage if the applicant is found to be ineligible or if any submitted information is inaccurate.

Contact Information

[Regarding recruitment content and this recruitment in general]
Aichi-Nagoya Asian and Asian Para Games Organizing Committee,
IT System Section
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[Regarding Work Conditions]
Aichi-Nagoya Asian and Asian Para Games Organizing Committee,
Human Resources Section
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