

20th Asian Games Aichi-Nagoya 2026 Staff Recruitment Guide Date: August 14, 2025
Aichi-Nagoya Asian Games and Asian Para Games Organizing

Committee Application Period: August 14, 2025 to September 30, 2025

[Must arrive by the deadline]

1 Recruitment Details

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

Field	Timing & Scoring and Result (TSR) System for Asian Games
Main Job Description	<ul style="list-style-type: none">• Project management of TSR systems.• Liaison with Asian Games Information Systems(TSR system included) contractors.• Coordination with the relevant foundations(Asian Olympic Council (OCA), International Federations (IFs), Asian Federations (AFs), etc.).• Operational work during Games Time.• Other general operations related to the system development and management.• Administrative tasks related to the above responsibilities.
Desired Candidates	<ul style="list-style-type: none">• Candidates with knowledge in any of the areas outlined under the main job description.• Candidates with specialized knowledge in Technology field.• Experience in the field of Technology in major international events.• Ability to negotiate and coordinate effectively with external organizations and sports federations• Candidates who can commit to the entire employment period and work flexibly during the Games and the preparatory phase.
Application Qualific ations	<ul style="list-style-type: none">• Experience in business communication in English or Japanese. (both spoken and written)• At least three years of practical experience in the Technology field as of August 1, 2025, or experience in the Technology department for at least two major international events.

(2) Number of Positions Available

Several

(3) Expected Job Titles

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

(4) Employment Period

Initial employment period: from approximately December 2025 to March 31, 2026

If performance is satisfactory, employment may be extended. However, the contract will end upon the completion of the organization's primary project (expected by the end of

October 2026). Depending on the progress of the work, the contract may be extended until the end of March 2027.

Note 1 : The employment start date is negotiable.

Note 2 : There is a six-month probationary period.

2 Selection Process

Category	Selection Content	Date	Result Announcement
First Selection (Document Screening)	Suitability and ability will be evaluated based on submitted documents (Application Form, Resume, Record of Achievements).	—	Mid- October
Second Selection (Interview Screening)	Candidates who pass the first selection will be evaluated on their ability to apply past work experience and skills to achieve the organization's goals (successful staging of the Asian and Asian Para Games).	Late October	Early November

Note 3 : The results will be announced on our organization's website. Additionally, all applicants.

3 Application Method

(1) Application Period: August 14, 2025 to September 30, 2025

(2) Required Documents:

Documents:		Format
(a)	Staff Selection Application Form	Application Form-1.doc Attach a photo taken within the last three months
(b)	Resume	Employment History-2.doc
(c)	Record of Achievements	Performance Record-3.doc

(3) Submission Method

Please submit using one of the following methods:

1. By mail (must arrive by September 30, 2025)
2. By email (must arrive by 5:30 p.m. on September 30, 2025)

Note 4 : any mailing method is acceptable, but simplified registered mail is recommended.

(4) Submission Address

1. If submitting by mail

Department Name: Human Resources Department

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

2. If submitting by email

ainagoc-recruit@aichi-nagoya2026.org

(5) Important Notes

- Please do not fold the documents when submitting.
- If submitting by mail, write "Selection Application Form Enclosed" in red ink on the front of the envelope.
- If submitting by email, include "Submission of Selection Application Form" in the subject line.
- Incomplete documents may result in disqualification.
- Submitted documents will not be returned.
- Personal information obtained will only be used for selection and hiring purposes.

4 How to Obtain the Staff Selection Application Form, etc

The Staff Selection Application Form, Resume, and Record of Achievements can be downloaded from:

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

5 Working Conditions

Category	Description
Working Hours	8:45 a.m. to 5:30 p.m. (1-hour break). Flex-time 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, marriage, bereavement, etc.), Caregiving Paid Leave, etc.

Salary	<p>For Project Director: Approximately 610,000 Yen per month (Includes regional allowance). Other allowances, such as commuting, housing, and bonus allowances, will be provided according to the respective eligibility criteria.</p> <p>For Senior Manager or Manager: Based on work experience, the monthly salary ranges from approximately 330,000 to 440,000 yen (includes regional allowance). Salary will be determined individually based on experience. The approximate salary levels for university graduates are as follows: With 5 years of experience: approximately 360,000 yen/month (including regional allowance). With 10 years of experience: approximately 410,000 yen/month (including regional allowance). Other allowances, such as commuting, housing, overtime and bonus/hard working allowances, will be provided according to the respective eligibility criteria.</p>
Social Insurance	Japan Health Insurance Association (Kyokai Kenpo), Employees' pension insurance
Work Location	Sakae Chuo Building (1-5 Shinsakae-cho, Naka-ku, Nagoya, Aichi Prefecture)

Note 5 : Please check the website for details. The above information is as of August 1, 2025, and may be subject to change due to regulatory revisions.

6 Others

- (1) We cannot respond to inquiries about the results by phone, etc
- (2) If it is found that the applicant does not meet the eligibility requirements or that the information provided in the submitted documents is incorrect, the acceptance may be canceled.

Contact Information

Aichi-Nagoya Asian and Asian Para Games Organizing Committee,
Human Resources Section
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