

20th Asian Games Aichi-Nagoya 2026 Staff Recruitment Guide Date: December 24, 2025
Aichi-Nagoya Asian Games and Asian Para Games Organizing

Committee Application Period: December 24, 2025 to January 14, 2026

[Must arrive by the deadline]

1 Recruitment Details

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

Field	Sports Information (Sports Information-Related Duties)
Main Job Description	<ul style="list-style-type: none">• Plan, develop, and manage operations of the Sports Information Center, which provides competition-related information such as the latest updates, results, and start times to event stakeholders.• Coordinate and liaise with contractors responsible for the Sports Information Center.• Collaborate and coordinate with Sports Information Desks located at each competition venue.• Work closely with other departments within the Organizing Committee and external organizations.• Handle administrative tasks associated with the above duties.
Desired Candidates	<ul style="list-style-type: none">• Possess knowledge related to the main responsibilities described above.• Practical experience in managing Sports Information Centers or Sports Information Desks at major international events.• Ability to negotiate and coordinate effectively with external organizations and sports federations to ensure smooth operations.• Availability to work throughout the employment period, with flexibility during the event and immediately prior to its commencement.• Ability to communicate fluently in English.
Application Qualifications	<ul style="list-style-type: none">• Experience in business communication in English (both spoken and written).• Proficiency in essential computer skills (e.g., Word, Excel).

(2) Number of Positions Available

A few people

(3) Expected Job Titles

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

(4) Employment Period

Employment period: from April 1, 2026 to October 31, 2026 (planned)

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).	—	Late-January
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).	Early to mid-February	Late-February

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

3 Application Method

(1) Application Period: December 24, 2025 to January 14, 2026

(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 January 14, 2026)
2. By email (must arrive by 5:30 p.m. on January 14, 2026)

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 630,000 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 340,000 to 450,000 yen (includes regional allowance). Salary will be determined individually based on experience.</p> <p>The approximate salary levels for university graduates are as follows: With 5 years of experience: approximately 370,000 yen/month (including regional allowance). With 10 years of experience: approximately 420,000 yen/month (including regional allowance).</p> <p>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)
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Note 5 : Please check the website for details. The above information is as of December 24, 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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