

Job Vacancy Announcement
Part-time Contract Employee
(Research Support Employee, NAOJ ALMA Project)

【Vacant post】

One Part-time Contract Employee (Research Support Employee)

【Division】

NAOJ ALMA Project

【Duty Station】

2-21-1 Osawa, Mitaka, Tokyo, Japan

【Responsibilities】

- Information collection and consolidation of research publications and materials
- Support of astronomical data reduction
- Support of documentation
- Creation and management of Web Page

【Term of Employment】

- Employment will start from the date as soon as reasonably possible after April 1, 2020, end at 31st March 2021.
- The term of employment may be extended.
 - ※: In the case to extend the term of employment, in principal, maximum up to until 31st March 2022.
 - ※: The total period of employment from April 1, 2013 shall be within 5 years, if the person has been employed by NINS after April 1, 2013.

【Qualification Requirements】

- To have basic ability to use personal computer and Linux. It is desirable to have an experience of creating web pages.
- To have ability to exchange documents and emails in English, and communicate in simple English.
- To have attainments equal to university graduates in science.

【Working Hours】

- Working days are subject to negotiation, but in principle, 5 days a week (Monday through Friday) with Saturday and Sunday off, national holidays, year-end and new year holidays (from December 29 through January 3 of the next year)
- 30 hours a week, 60 minutes (from 12:00 to 13:00) lunch break each day.

【Compensation】

- The hourly pay range is between 1,165 yen and 1,843 yen depending of work experience, etc.
- Commuting allowance (up to 55,000 yen / month)
- Health insurance , pension (employees' pension), employment insurance, and workers' compensation insurance provided.
- Paid days off (annual leave, summer holidays, and bereavement leave, etc.)
- Day-care center for children (from 57 days after birth). *Availability depends on the situation.
*: Allowances are provided pursuant to the NINS internal rules and regulations.

【Selection】

A candidate will be selected through screening of application documents and interview.

【Application documents】

- (1) A curriculum vitae with a face photograph.
- (2) A summary of past work experiences
- (3) Your e-mail address and phone number for prompt contact

【Application deadline】

Open until filled, but no later than 28th February 2020, 12:00 (JST)

【Submission to】

- NAOJ ALMA Project Manager, Alvaro Gonzalez
- E-mail address: alma-yuki-application_AT_nao.ac.jp (replace _AT_ with @)
- Application documents should be prepared in separate PDF files and sent to the e-mail address above.
- Notes for applicants:
 - Put “Application for Research Support Employee” in the subject line of your e-mail.
 - Upon receipt of your application, you will receive a confirmation mail. If you do not receive any reply from NAOJ within three days except Saturday, Sunday, and holidays, please contact the e-mail address below.

【Contact】

(Inquiry about application)

NAOJ Personnel Unit of General Affairs Group, NAOJ Administration Department

TEL : 0422-34-3658

E-mail : apply-job_AT_nao.ac.jp (replace _AT_ with @)

(Inquiry about job details)

NAOJ ALMA Project

E-mail : alma-yuki-application_AT_nao.ac.jp (replace _AT_ with @)

【Disclaimer】

- Information submitted in your application documents will be used only for any purpose other than the selection process and for contacting you with necessary notices in connection with the selection. Once the selection process is complete we will securely dispose of all application documents and personal information, except those of the one submitted by the successful candidate.
- Applicants are responsible for their own costs required for this selection (e.g. travel expenses for interviews).

【Others】

- Abiding by the Equal Employment Opportunity Act for Men and Women, NAOJ is committed to the realization of a society with gender equality. If candidates are deemed equal in their performance evaluation, NAOJ will take positive action to employ women. For details, see <https://open-info.nao.ac.jp/danjokyodo/>