

JOB VACANCY ANNOUNCEMENT

The National Astronomical Observatory of Japan (NAOJ) announces a full Professor position for a manager of the NAOJ ALMA Project to manage ALMA project and lead ALMA2.

1. Job Title: Full Professor, one position
2. Division and Location: NAOJ ALMA Project, Mitaka (Japan)
3. Area of Expertise: Astronomy, Physics, and Engineering.
4. Job Description:

NAOJ has been playing a key role in the forefront of astronomical research worldwide, as demonstrated in the construction and operation of large-scale astronomical facilities such as Subaru Telescope, ALMA, and TMT (Thirty-Meter Telescope) as well as in the development of space-based instruments.

This position is for a person who is based at the Mitaka Headquarter of NAOJ and is responsible, as the top central manager of the NAOJ ALMA Project, for the operations, maintenance and upgrades of ALMA towards the implementation of the ALMA Development Roadmap and beyond. Her/his major responsibilities are as follows:

- As the head of NAOJ ALMA Support Center – manage the NAOJ ALMA Project in Mitaka;
- As the EA-ALMA Operations Manager – lead and manage the operations, maintenance and upgrades of ALMA, as part of the ALMA Management Team (AMT), in close coordination and collaboration with the Joint ALMA Observatory (JAO) and the European and North American Executives;
- ALMA2 – lead the transition from the first phase of the ALMA Project in Japan to ALMA2, in collaboration with NAOJ top management and NAOJ Administration;
- International collaboration – lead the discussion for a wider international collaboration in ALMA in the East Asian region; and
- Synergy and linkage – plan and execute the synergy of ALMA with the other existing and future observing facilities.

In addition to a deep knowledge of radio interferometry and related instrumentation, skills in project management at the international level used in ALMA and in systems engineering are required. Experience in managing large-size organizations or large-scale astronomical projects is necessary. She/he must have good communication skills to create and maintain a fluid collaborative relationship with JAO and the European and North American Executives while stating clearly the position of the East Asian Executive. A good command of English is required to actively lead the discussion in face-to-face, video- or tele-conferences. Frequent overseas trips will be necessary to fulfill these tasks.

5. Terms of Appointment:

The successful candidate should be able to start as soon as reasonably possible after the job offer has been accepted.

The term of the contract will continue up to the end of the Japanese academic year in which the faculty

reaches NAOJ's mandatory retirement age of 65. The probation period is 6 months.

6. Qualifications

- (1) Minimum Educational Requirement: Ph.D. or equivalent; and
- (2) Other Requirement: To have achieved internationally recognized research or engineering results in the field of expertise, and also have experience as a lead or key member of a large-scale astronomical project.

7. Required Application Materials: (*To be prepared in English. Any other language will not be accepted)

- (1) A cover letter;
- (2) A curriculum vitae;
- (3) Publications list (Separate refereed and non-refereed papers. SPIE can be included in refereed papers);
- (4) A summary of your past research activities including international collaborations;
- (5) Your commitment and plan to fulfill the duties (including your research plan as needed);
- (6) Your address (e-mail and phone) for prompt contact and the email address of your current supervisor or line manager; and
- (7) Five or more reference letters. Please ask your references to send their letters as an e-mail attachment to the submission address shown in 9. (2) before the application deadline. Applicants are responsible for ensuring that the letters arrive before the application deadline. (All reference letters should be written by faculty/staff with tenured positions, and no more than two reference letters will be accepted from each country.)

8. Application Deadline: 2021-03-31, 15:00 (Japan Standard Time)

9. Submission:

- (1) Applicants are required to upload your application documents through (1) to (6) stated in 7 to the following URL: <https://y.nao.ac.jp/s/nvawybVyJZVKuXz>

A predefined password is required when applicants upload your application documents. To get the password, contact;

E-mail address: JobRegister-contact-10_AT_nao.ac.jp (replace _AT_ with @)

Subject of e-mail: "Password of Full Professor of NAOJ ALMA Project"

- (2) References are required to send the letter by e-mail to;

E-mail address: JobRegister-contact-10_AT_nao.ac.jp (replace _AT_ with @)

Subject of e-mail: "Reference letter of Full Professor of NAOJ ALMA Project"

- (3) If you have any question related to the job description, contact;

masao.saito_AT_nao.ac.jp (replace _AT_ with @),

Prof. Masao Saito Point of Contact for ALMA Project, NAOJ

Subject of e-mail: "Question on JD of Full Professor of NAOJ ALMA Project"

If you have any question related to the other items, contact,

E-mail address: JobRegister-contact-10_AT_nao.ac.jp (replace _AT_ with @)

Subject of e-mail: “Question on Full Professor of NAOJ ALMA Project”

10. Notes for application:

The application documents should be converted to PDF (max 50MB each, 100MB in total, at most 10 files).

The file name of application documents should be stated applicants name, applied project and position.

Candidates selected in the final short list may be interviewed by the selection committee either via the internet or face-to-face. The expense for the interview will not be covered by NAOJ.

11. Remarks:

The NAOJ Advisory Committee for Research and Management will make the final decision for the appointment.

NINS Employee Regulations (NINS, or the National Institutes of Natural Sciences, is an executive institute that manages NAOJ) shall be applied to this position.

The successful candidate will be employed under the scheme of the annual salary system of NAOJ and will be paid monthly in 12 equal payments. Retirement Allowance shall be paid.

Policy for Equal Employment Opportunity: Abiding by the Equal Employment Opportunity Act for Men and Women, NAOJ is committed to the realization of a society with gender equality. If two candidates are deemed equal in their performance evaluation, NAOJ will take positive action to employ women. If you have taken a leave(s) such as for maternity, childcare, and/or family care, please indicate it in your curriculum vitae. We will consider it when assessing your performance. For details, see <https://www2.nao.ac.jp/~open-info/danjokyodo/index.html>.

Smoking is prohibited on the premises excluding designated outdoor smoking areas.

Information submitted in your application documents will not be used 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 for those submitted by the successful candidate.