

## JOB VACANCY ANNOUNCEMENT

-Research and Academic Staff: Associate Professor (Senior Lecturer),  
Ishigakijima Astronomical Observatory, Public Relations Center

NAOJ is seeking an Associate Professor (Senior Lecturer) to lead Ishigakijima Astronomical Observatory, operated cooperatively by Ishigaki City, the Ishigaki City Education Committee, the Okinawa Prefecture Ishigaki Youth House, Specified Nonprofit Corporation Yaeyamahoshinokai, University of the Ryukyus, and NAOJ. We look forward to receiving applications from individuals with a keen interest in strengthening Ishigakijima Astronomical Observatory's education, outreach, and research activities.

1. Job Title: Associate Professor (Senior Lecturer), one position
2. Division and Location: Ishigakijima Astronomical Observatory, Public Relations Center, National Astronomical Observatory of Japan (NAOJ), Ishigaki City, Okinawa, Japan

3. Area of Expertise: Observational Astronomy

### 4. Job Description:

NAOJ established Ishigakijima Astronomical Observatory in 2006. Since then it has been managed by a committee formed by 6 institutes: Ishigaki City, the Ishigaki City Education Committee, the Okinawa Prefecture Ishigaki Youth House, Specified Nonprofit Corporation Yaeyamahoshinokai, University of the Ryukyus, and NAOJ. Ishigakijima Astronomical Observatory engages in outreach activities including facility tours, the 4D2U Theater, and stargazing parties; educational activities in coordination with local colleges and high schools, etc.; and research activities realized through collaboration with Japanese and international researchers and research institutes.

In this position advertisement, we are seeking an Associate Professor (Senior Lecturer) who understands the unique character of Ishigakijima Astronomical Observatory and has the desire and ability to take responsibility for the management and operation of Ishigakijima Astronomical Observatory while ensuring its continued operation.

### 5. Terms of Appointment:

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

accepted. The term of contract is up to the end of the Japanese academic year in which the faculty reaches NAOJ's mandatory retirement age of 65. The probation period of six months is included.

#### 6. Qualification:

Minimum Educational Requirement: Ph.D. or equivalent in science or engineering or related fields

#### Other Requirements:

- (1) Sufficient knowledge and experience with observational astronomy, particularly optical/infrared astronomy,
- (2) Skills related to the management and operation of an optical/infrared astronomy observatory,
- (3) Fluent communication and writing skills of Japanese language sufficient to ensure the smooth operation of Ishigakijima Astronomical Observatory.

#### Secondary Qualifications:

Experience and interest in observatory or astronomy education and outreach activities.

#### 7. Required Application Materials:

(Please prepare the following items in English or Japanese as a PDF file and submit it to the NAOJ file uploading service shown in 9)

- (1) Cover letter;
- (2) Curriculum vitae;
- (3) Summary of the past activities and documents showing in detail that the applicant has the requirements and qualifications shown in 6, please limit to past activities and research related to this position, in addition to personal achievements, when listing results in which many people were involved, please describe the applicant's role;
- (4) Publications list (Separate refereed and non-refereed papers; in the case of co-authorship, please describe the applicant's role), a list of projects (including brief descriptions) in which the applicant has been involved can also be included;
- (5) Outline of plans for this position (Maximum 2 pages, A4 size);
- (6) Names and contact information for 2 references;
- (7) Your easily reachable contact information (e-mail and phone);
- (8) One or more reference letters. Please ask your references to upload the letters directly using the URL indicated in 9 by the application deadline. Applicants are responsible for

ensuring that the letters are submitted before the application deadline.

8. Application Deadline: September, 30, 2021, 12:00 (noon) (Japan Standard Time)

9. Submission: Applicants are required to apply via the NAOJ Nextcloud on the web. Please access the application form at the following URL:

<https://forms.office.com/r/upTNL22szt>

After you submit the initial form, you will receive an email showing the URLs for (a) uploading your application documents, and (b) for your reference letters.

Once you get the URL(a) for your application documents, please upload the files corresponding to the documents (1) through (7) stated in 7. These files must be in PDF format (max 50MB each, 100MB in total, at most 10 files).

Please ask your references to upload their letters via the URL(b) you receive for this purpose.

10. Inquiries:

If you have any question related to the job description, contact

E-mail: hitoshi.yamaoka\_AT\_ao.ac.jp (replace \_AT\_ with @),

Hitoshi Yamaoka, Director of Public Relations Center, NAOJ

Subject of e-mail: "Inquiry on New Position for Ishigakijima Astronomical Observatory"

If you have any question related to the job application system or other items, contact,

E-mail address: apply-prc-ishigakijima-srlecturer\_20210930\_AT\_ao.ac.jp (replace \_AT\_ with @)

Subject of e-mail: "Inquiry on New Position for Ishigakijima Astronomical Observatory"

11. Labor Conditions:

(1) Work Type and Work Hours:

The Discretionary Labor System for Professional Work shall be applied.

(Standard work hours: 38.75 hrs/week, from 8:30 to 17:15 with an hour intermission)

(2) Holidays:

Saturdays and Sundays, National Holidays, New Year holidays (December 29th - January 3rd),

Annual paid leave (20days: to be prorated for the first year), Summer holidays (3 days)

(3) Social Insurances:

MEXT Mutual Aid Association (health insurance), Employees' Pension Insurance, Employment Insurance, Industrial Accident Compensation Insurance

(4) Remuneration:

Salary: The amount of an annual salary shall be determined based on the school career and job experiences in accordance with the NINS regulations (NINS, or the National Institutes of Natural Sciences, is an executive institute that manages NAOJ). The payment will be made monthly in 12 equivalents.

Allowances: Dependent allowance, residential allowance, commutation allowance, and the other allowances will be paid when the requirements based on the NINS regulations are all filled. The equivalent of the term-end allowance and the diligence allowance shall be included in the annual salary.

Salary Increase: Once a year in accordance with the performance evaluation

Retirement Allowance: Shall be paid

## 12. Remarks:

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

(2) NINS Employee Regulations shall be applied to this position.

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

(4) 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, child care, and/or family care, please indicate it in your curriculum vitae. We will consider it when assessing your performance.

For further information about NAOJ's efforts to achieve gender equal society, see

<https://www2.nao.ac.jp/~open-info/danjokyodo/index.html>

(5) 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.

13. Name of recruiter

Inter-University Research Institute Corporation, National Institutes of Natural Sciences (NINS), National Astronomical Observatory of Japan (NAOJ)