

## **JOB VACANCY ANNOUNCEMENT**

### **Project Professor, National Astronomical Observatory of Japan (NAOJ)**

The National Astronomical Observatory of Japan (NAOJ) announces a vacancy for a Project Professor position to serve as the head of the NAOJ Graduate Education Office for taking charge of the graduate school education at NAOJ.

1. Job Title: Project Professor (based on annual salary system), one position
2. Division and Location: NAOJ Graduate Education Office, NAOJ, Mitaka, Tokyo 181-8588, Japan
3. Area of Expertise: Astronomy, Physics, or Engineering.
4. Job Description:

NAOJ has been offering graduate education programs and is responsible for the education of the Department of Astronomical Science, The Graduate University for Advanced Studies (SOKENDAI). In addition, as an inter-university research institute, NAOJ is committed to providing graduate education for various universities, and has around one hundred faculty members who participate in such graduate education. NAOJ has also been engaged in hosting various schools and workshops to recruit enthusiastic undergraduate students and providing graduate students with qualified supervisors as well as excellent research environments.

NAOJ's Graduate Education Committee has been working together with the Graduate Student Affairs Unit of the Administration Department to manage and oversee multiple graduate education programs at the Department of Astronomical Science, School of Physical Sciences, SOKENDAI, and partner graduate schools including those at the University of Tokyo and other universities through the Special Inter-Institutional Research Fellow program.

NAOJ is planning to establish a dedicated Graduate Education Office to enhance such graduate education programs. The Graduate Education Office will be involved in every aspect of all graduate education programs, starting from the planning phase to implementation and oversight.

NAOJ invites applications for a Project Professor position to serve as the head of the Graduate Education Office. The major responsibilities of this position are as follows:

- (1) manage the Graduate Education Office and oversee the graduate education programs
- (2) develop and articulate policy and implementation plans on graduate education programs in coordination with the top management of both SOKENDAI and

NAOJ

- (3) propose such plans and consult with the Graduate Education Committee on a wide range of topics and issues related to the graduate education programs
- (4) lead the implementation of adopted plans

Apart from the above, the successful candidate will also be expected to conduct his or her own research and/or development.

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 is five years or up to the end of the Japanese academic year in which the faculty reaches NAOJ's mandatory retirement age of 65, whichever is shorter.

Note:

- (1) If the successful candidate has been employed by the National Institutes of Natural Sciences (NINS, which is an executive institute that manages NAOJ) within six months retroactively from the starting date, the term will be set so that the total employment period after April 1, 2013 will be equal or less than ten years.
- (2) If the results of annual performance reviews remain positive for five consecutive years, the contract may be extended for up to additional five years within the prescribed age limit for retirement.
- (3) Probation period: six months.

6. Qualifications

- (1) Minimum Educational Requirement: Ph.D. or equivalent; and
- (2) Other Requirement:
  - To have experience as a lead or key member of graduate level education in astronomy or astrophysics.
  - Fluent communication, reading and writing skills of Japanese language sufficient to ensure the smooth operation of Graduate Education Office.

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.);
- (4) A summary of your past research activities including graduate-level education;

- (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) Three or more reference letters. Reference letters should be written by faculty/staff with tenured positions. Reference letters from multiple countries are preferred. Please ask your references to upload their letters directly using the URL indicated in 9.(1) before the application deadline. Applicants are responsible for ensuring that the letters are submitted before the application deadline.

8. Application Deadline: 2022-03-25, 12:00 (noon) (Japan Standard Time)

9. Submission:

- (1) 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/qy3bdHHLLW>

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 for your application documents, please upload the files corresponding to the documents (1) through (6) 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 you receive for this purpose.

- (2) If you have any question related to the job description, contact;  
E-mail address: masao.saito\_AT\_nao.ac.jp (replace \_AT\_ with @)  
Masao Saito, Director of Research Coordination, NAOJ  
Subject of e-mail: "Question on Project Professor in Graduate Education Office"
- (3) If you have any question related to the other items, contact;  
E-mail address: apply-EDU-prof20220325\_AT\_nao.ac.jp (replace \_AT\_ with @)  
Subject of e-mail: "Question on Project Professor in Graduate Education Office"

10. Notes for application:

- (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. The payment will be made monthly in 12 equivalents.

Allowances: Commutation expenses (up to 55,000 JPY per month) will be provided. Retirement allowances are not provided.

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

11. Remarks:

- Candidates selected in the final shortlist 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.
- NINS Employee Regulations shall be applied to this position.
- Smoking is prohibited on the premises, excluding designated outdoor smoking areas.
- 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 a gender-equal society, see <https://www2.nao.ac.jp/~open-info/gender-equality/en/>
- 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.

12. Name of recruiter

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