

JOB VACANCY ANNOUNCEMENT

- Assistant Professor, National Astronomical Observatory of Japan (NAOJ) -

As part of affirmative action to promote gender equality, NAOJ invites applications from female researchers for an assistant professor position as follows:

1. Job Title: Assistant Professor, one position
2. Division and Location: To be decided after selection
3. Area of Expertise: Astronomy and/or related fields
4. Job Description:

The National Astronomical Observatory of Japan (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, supercomputers for astrophysical simulations, and TMT (Thirty-Meter Telescope) as well as in the development of space-based instruments, in the effort to promote cutting-edge astronomy utilizing these advanced telescopes. NAOJ has the Advanced Technology Center (ATC) as the research center for advanced technology development to support these important astronomical programs, and the Astronomical Data Center (ADC) as the archive center for utilizing the astronomical data produced by these facilities and programs.

We invite applications for an assistant professor position at the NAOJ. A successful candidate for this position is expected to lead a project or science(s) related to the large-scale astronomical facility or the space astronomical program(s), or lead a development program(s) at the ATC or the ADC. The successful candidate is expected to explore new possibilities in astronomical instrumentation or observational astronomy and to take an initiative in promoting scientific activities that make impact on relevant research fields as well. Responsibilities of this position require continuously demonstrating leadership and outstanding performance in research activities, and also fostering collaborations among NAOJ scientists and engineers to stimulate productivity of science and development by making the best use of NAOJ's strengths. Fostering young scientists including supervising students in a PhD program is also required as part of the responsibilities.

5. Terms of Appointment:

The candidate should be able to start as soon as reasonably possible after a job offer has been accepted. The term of the contract will continue up to the end of the Japanese academic year in which the candidate reaches NAOJ's mandatory retirement age of 65. A probation period of six months is included.

A review for continuation of the employment will occur before the beginning of the sixth year. The review may result in the candidate being transferred to another position within NAOJ.

6. Minimum Educational Requirement: Ph.D. or equivalent

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 with number of citations)

from ADS),

- (4) A summary of applicant's past research activities including international collaborations,
- (5) Commitment and plan to fulfill the duties (including applicant's desired division or project in NAOJ to be assigned to, with detailed description of the research or development activities which the applicant wishes to engage in.)
- (6) Address (e-mail and phone) for prompt contact and the email address of applicant's current supervisor or line manager.
- (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 closing date for application. Applicants are responsible for ensuring that the letters are submitted before the closing date for application.

8. Application Deadline: 2022-10-28, 12:00 (Japan Standard Time)

9. Submission:

9.1 How to Submit an Application:

Applicants are required to apply via the NAOJ Nextcloud on the web.

(1) Please access the following URL for registration:

<https://forms.office.com/r/H9e8w2wbYh>

- (2) After you submit the registration form, you will receive an email showing the URLs for (a) uploading your application documents, and (b) for your reference letters.
- (3) Please ask your references to upload their letters via the URL (2)(b).
- (4) Please upload the application documents (from 7. (1) through 7. (6) above) via the URL (2)(a). These files must be in PDF format (max 50MB each, 100MB in total, at most 10 files).
- (5) We will let applicants know the reception status of documents including reference letters before the deadline via e-mail.

9.2 Contacts:

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

E-mail: michitoshi.yoshida_AT_ao.ac.jp (replace _AT_ with@)

Professor Michitoshi Yoshida, *Vice Director General of NAOJ*

Subject of e-mail: "Question on Assistant Professor of NAOJ"

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

E-mail: job04-assistantprof_AT_ao.ac.jp (replace _AT_ with @)

Subject of e-mail: "Question on Assistant Professor of NAOJ"

10. 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, Summer holidays, Bereavement leave, etc.
- (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
- Travel and relocation costs to NAOJ will be covered, subject to the travel regulations of NINS (details must be arranged with the administration office).

11. Remarks:

- Candidates selected in the final short list may be interviewed by the selection committee either via online or in person. Applicants will be responsible for all costs associated with the interview (transportation, communication, etc.).
- The NAOJ Advisory Committee for Research and Management will make the final decision for the appointment.
- NINS Employee Regulations shall be applied to this position. As for annual salary, Research-Education Employee Base Annual Salary Table (2) (研究教育職本給年俸表(二)) shall be applied.
- 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 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 take it into account when assessing your performance.

For details, please 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)