

JOB VACANCY ANNOUNCEMENT

The National Astronomical Observatory of Japan (NAOJ) invites applications for a Senior Specialist (Education and Public Outreach Officer) at the ALMA Project.

ALMA is currently the most advanced on-ground radio telescope at millimeter and submillimeter wavelengths. It is located in Chile and operated by a global partnership of East Asia, North America and Europe, in cooperation with the Republic of Chile.

This position is for a person who is based at the Mitaka Headquarter of NAOJ and is responsible, as the Education and Public Outreach (EPO) officer for the EPO activities related to operations, maintenance and development of ALMA.

【Vacant post】

One Senior Specialist (employee on annual salary system)

【Division】

ALMA Project

【Duty Station】

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

【Responsibilities】

The successful candidate's major responsibilities are as follows:

- As the lead of the EPO team – to establish the education and public outreach plan of NAOJ ALMA to earn high public recognition and to forge a good relationship with the public.
- As the East Asian (EA) EPO officer – to lead and coordinate EPO activities in cooperation with member countries in EA-ALMA, in close coordination and collaboration with the EPO officers of the Joint ALMA Observatory (JAO) and of the European and North American Executives.
- Media Relations – to manage and enhance the media coverage of ALMA.
- Public Understanding – to plan and lead press releases, announcements, and other communication activities to share the latest information of ALMA with the public.
- Collaboration – plan and execute the educational and public relations activities with existing and future observing facilities, such as the ASTE and ngVLA, in collaboration with the NAOJ ALMA Project Scientist to create the synergy that will provide the public with opportunities to deepen their understanding of astronomy, science and technology.

【Term of Employment】

- Employment will start from the date as soon as reasonably possible after the job offer has been accepted. The term is for 3 years (※1), including the probation period of 6 months.

※1: In the final fiscal year of the employment, NAOJ will conduct a review on the amount of assigned work, the status of ongoing work, work skills, work performance, work attitudes, and the financial situation of the National

Institutes of Natural Sciences (NINS) at the expiration of the term of employment. Based on the review results, the term of employment may be extended. (※2)

※2: For a person who has been employed by NINS within 6 months retroactively from the starting date, the term will be set so that the total employment period from April 1, 2013 will be less than 10 years.

【Qualification Requirements】

1. To have basic knowledge or experience in scientific research, and experience in education and public outreach.
2. To have good communication skills and good English proficiency to clearly convey Japan's position in discussions at Face-to-Face meetings, video conferences, and teleconferences while establishing and maintaining good relationship with JAO and North American and European Executive partners.
3. To have good ability to read and write documents and communicate both in English and Japanese.
4. To have a degree in astronomy is preferable but all fields in science/engineering will be considered.
5. To have good expertise in astronomy, including radio astronomy, is preferable.

【Working Hours】

- 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).
- From 8:30 am (start of working hours) to 17:15 (closing of working hours) including 60-min lunch break each day. The total working hours will be 38.75 hours a week.

【Compensation】

- Salary will be paid based on annual salary system, equivalent to an assistant professor at national universities or equivalent to an engineer at NAOJ in job classification.
 - One-twelfth of the annual salary will be paid every month. The amount of annual salary is determined according to responsibilities of work, actual performance, and experience etc.
 - Salary will be reviewed every fiscal year according to the results of performance reviews.
- Commuting allowance (up to 55,000 yen / month)
*Allowances are provided pursuant to the NINS internal rules and regulations.
- Health insurance, pension insurance, unemployment insurance, and industrial accident insurance will be 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. Childcare staff does not provide English support.
- Smoking is prohibited on the premises excluding designated outdoor smoking areas.

【Selection】

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

【Application documents】

- (1) A curriculum vitae
- (2) A summary of past work experiences (can be merged with the document (1))
- (3) A personal statement describing intentions for the applied position including related experience and achievements (in two pages of A4 sized paper). This document must be written in English.
- (4) Your e-mail address and phone number for prompt contact

【Application deadline】

Open until filled

【Submission】

The documents should be converted to PDF (max 10MB per email) and send them to the submission e-mail address below with a subject line “Application for ‘Senior Specialist (Education and Public Outreach Officer)’”. Please contact us if you do not receive a reply within three working days.

【Contact】

(Inquiry about application)

NAOJ Personnel Unit, General Affairs Group, Administration Department

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

Subject of e-mail: “Question on Senior Specialist (Education and Public Outreach Officer) at ALMA Project”

(Inquiry about job details)

NAOJ ALMA Project, Kenichi Kikuchi

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

Subject of e-mail: “Question on Senior Specialist (Education and Public Outreach Officer) at ALMA Project”

(Submission of application documents)

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

【Others】

- 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.
- This position is not applicable to the debt-forgiveness program of the Japan Scholarship Foundation.

- 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://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.