

JOB VACANCY ANNOUNCEMENT

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

NAOJ announces a Project Assistant Professor position for an ARC Scientist at the East Asian ALMA Regional Center (EA-ARC) of the NAOJ ALMA Project to enhance the team to support ALMA science operations.

1. Job Title: ARC Scientist / Project Assistant Professor, one position

2. Division and Location: NAOJ ALMA Project, EA-ARC, Mitaka, Tokyo (Japan)

3. Area of Expertise: Radio Astronomy, and Interferometry

4. Job Description:

Join the EA-ARC team as an ARC Scientist to

- Conduct the tasks needed for ALMA science operations;
- Do scientific research using ALMA.

The Science Operations tasks conducted by the team include:

- Support of preparation of ALMA observations or evaluation/reduction of the observed ALMA data;
- Promotion of science with ALMA by contributions at science meetings and ALMA East Asian Users Meeting;
- Contribution to Astronomer on Duty or systems/science verification at JAO in Chile (approximately one month visit to JAO per year);
- In addition to above, the successful candidate may be requested to lead some of the ARC major activities (proposal preparation support, observing program preparation support, data reduction and data quality assurance, pipeline data reduction, user helpdesk, etc.).

ARC Scientist will assign 75% of his/her working time for the above duties. The remaining 25% shall be used for his/her own scientific research such as:

- Excellent scientific research with ALMA;
- Exploration of new research fields with ALMA.

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 is for five (5) years, including the probation period of six (6) months. Annual performance review will be conducted. In case that the successful candidate was a NINS employee (NINS, or the National Institutes of Natural Sciences, is an executive institute that manages NAOJ) within six (6) months retroactively from the starting date, the term will be set so that the total employment period does not exceed ten (10) years.

6. Qualifications:

- (1) Ph.D. or equivalent in astronomy or related fields;
- (2) Knowledge on astronomy;
- (3) Willingness to do observational research using radio astronomy instruments;
- (4) Capability to join, discuss and collaborate in English-speaking teams;
- (5) Willingness to collaborate with the members of EA-ARC and other ARCs in doing science verification and user support.

7. 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), Paid days off (annual leave, summer holidays, 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 annual salary shall be determined based on the school career and job experiences in accordance with the NINS regulations, equivalent to an assistant professor position. The payment will be made monthly in 12 equivalents.

Allowances: Commuting 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.

(5) Others:

- Day-care center for children (from 57 days old). *Availability depends on the situation. Childcare staff does not provide English support.
- Smoking is prohibited on the premises excluding designated outdoor smoking areas.
- Travel and relocation costs to NAOJ will be covered, subject to the travel regulations of NINS (details must be arranged with the administration office).

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

(1) Cover letter;

(2) Curriculum vitae;

(3) Publications list (Separate refereed and non-refereed papers. SPIE can be included in refereed papers.);

(4) Summary of your past research activities including international collaborations;

(5) Your plans to fulfill the responsibilities and aspirations for the position (including your research plan as needed);

(6) Your easily reachable contact information (e-mail and phone) and the e-mail address of your current supervisor or line manager.

(7) Two 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 the letters directly following the instructions in 10 before the application deadline. Applicants are responsible for ensuring that the letters are submitted before the application deadline.

9. Application Deadline: 2023 January 20, 12:00 (Japan Standard Time)

10. Submission:

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/9ZFAjT2bPt>

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

- (3) Please ask your reference to upload the letter via the URL (2)(b).
- (4) Please upload the application documents (from 8. (1) through 8. (6) above) via the URL (2)(a). These files must be in PDF format (max 50MB each, 100MB in total, at most 10 files).

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

E-mail: alvaro.gonzalez_AT_ao.ac.jp (replace _AT_ with @)

Alvaro Gonzalez, NAOJ ALMA Project Manager

Subject of e-mail: “Question on JD of EA-ARC Scientist – Project Assistant Professor”

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

E-mail: job16-naoj-pap_AT_ao.ac.jp (replace _AT_ with @)

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

11. Notes for application:

- Candidates selected in the final short list may be interviewed by the selection committee either via internet or face-to-face. The expense for travel to the interview will not be covered by NAOJ.
- If the selection committee deems that there is no qualified candidate for this position, it is possible no one will be selected.

12. Remarks

- The NAOJ Advisory Committee for Research and Management will make the final decision for the appointment.
- 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. For details, see <https://www2.nao.ac.jp/~open-info/gender-equality/en/>.
- 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.
- 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)