

JOB VACANCY ANNOUNCEMENT

- Associate Professor at Subaru Telescope, National Astronomical Observatory of Japan (NAOJ)

1. Job Title/Position: Associate Professor, one position
2. (1) Division: Subaru Telescope, NAOJ,
(2) Work Location: 650 North A'ohoku Place, Hilo Hawai 'i 96720, USA
3. Area of Expertise: Optical and Infrared science instrument systems for large telescopes

4. Job Description :

The National Astronomical Observatory of Japan (NAOJ) has been playing a key role at the forefront of global astronomical research, as demonstrated in the construction and operation of large-scale astronomical facilities such as the Subaru Telescope, ALMA, and TMT (Thirty-Meter Telescope).

The Subaru Telescope, an 8.2m optical-infrared telescope atop Maunakea in Hawai 'i, saw its first light in 1999, and since then, it has been providing Japanese and international astronomy communities with a wide range of opportunities to carry out astronomical research. The primary role of the observatory is to run the daily operations of the Subaru Telescope to continue producing excellent scientific outcomes. Proper scheduling of the telescope time, based on the recommendation of the time allocation committee, is crucial for streamlining the observatory operations.

We invite applications for an associate professor position at the Subaru Telescope to lead the Science Operation Group in fulfilling the abovementioned goals. Candidates are sought who have a wide range of experience and expertise in the field of optical-infrared astronomy.

A successful candidate for this position is expected to:

- 1) Manage the groups of support astronomers and telescope operators,
- 2) Generate a feasible observing plan under the guidance of the telescope time allocation committee, keeping track of the daily observations, changing the schedule as necessary when encountering unexpected events,
- 3) Lead the implementation of the observing system of new instruments,
- 4) Lead the observing time and instrument arrangement for international collaborations as well as the proper arrangement of existing time exchange programs with Keck and Gemini observatories,
- 5) Improve the observatory operation system through the activities mentioned above, and
- 6) Promote the person's own astronomy research projects taking advantage of new opportunities brought by the international collaborations.

In addition to the above duties, fostering young scientists, engineers, and technicians, including Ph.D. students, is also required as part of the responsibility of this position.

5. Terms of Appointment:

The successful candidate should be able to start working at NAOJ as soon as reasonably possible after accepting the job offer. The term of employment will continue up to the end of the Japanese academic year, in which the faculty reaches NAOJ's mandatory retirement age of 65. The hired candidate will undergo a six-month probationary period upon commencement of employment.

6. Qualification Requirements:

- (1) Minimum educational requirement: Ph.D. or equivalent;
- (2) To have experience as a lead or key member of the operation of large-scale international astronomical facilities; and
- (3) To have sufficient English language proficiency to take part in scientific/technical discussions in face-to-face meetings, video conferences, and teleconferences.

7. Required Application Materials: (*To be prepared in English)

- (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 international collaborations;
- (5) Your commitment and plan to fulfill the duties (including your research plan as needed);
- (6) 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 before the application deadline. Applicants are responsible for ensuring that the letters are submitted before the application deadline.
- (7) Your contact address (email and phone) and the email address of your current supervisor or line manager.

8. Application Deadline:

2023-10-27 12:00(noon) (Japan Standard Time)

9. Application Instructions:

- (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/T6AMBE1Mrf>

After you submit the initial form, you will receive an email showing the URLs for (a) uploading your application documents and (b) 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 shown in 9. (1)(b).

- (2) If you have any questions related to the job description, contact;

E-mail: satoshi_AT_naoj.org (replace _AT_ with @)

Attention to: Satoshi Miyazaki, Director of Subaru Telescope, NAOJ

Subject: "Question on Associate Professor at Subaru Telescope"

(3) If you have any questions related to the other items, contact,

E-mail: job02-associateprof_AT_nao.ac.jp (replace _AT_ with @)

Subject: "Question on Associate Professor at the Subaru Telescope"

10. Working Conditions:

(1) Work Type and Work Hours:

The Japanese Discretionary Labor System for Professional Work shall be applied.

(Standard work hours: 38.75 hrs/week, from 8:00 to 16:45 (Hawai 'i Standard Time) with an hour intermission)

(2) Holidays:

Saturdays and Sundays, Holidays set by NAOJ, New Year holidays (December 29th - January 3rd), Annual paid leave (20 days: to be prorated for the first year), Summer holidays (3 days), Bereavement leave

(3) Social Insurance:

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

(4) Remuneration:

-Salary: Annual salary shall be determined based on professional knowledge, skills, required education, and job experiences as per the NINS regulations (NINS, or the National Institutes of Natural Sciences, is an upper-level organization that manages NAOJ). Payments will be made monthly in 12 equal installments.

-Allowances: Dependent allowance, residential allowance, commutation allowance, and other allowances will be paid to employees who meet the conditions outlined in the NINS regulations. An amount equivalent to the term-end allowance and diligence allowance will be included in the annual salary.

-Salary Increment: Once a year in accordance with the performance evaluation

-Retirement Allowance: Provided

(5) Travel and relocation:

Eligible employees will be provided with a relocation travel package to NAOJ, subject to the travel regulations of NINS (details must be arranged with the administration office).

11. Miscellaneous:

- Candidates selected in the final shortlist may be interviewed by the selection committee either in person or online. NAOJ will not cover any expenses associated with the interview.
- This position is subject to the NINS Employee Regulations. The annual salary schedule indicated in Table (2) of the Research-Education Employee Base Annual Salary 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 realizing 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) for maternity, child care, and family care, please indicate it in your curriculum vitae. We will take it into account 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 those submitted by the successful candidate.

12. Recruiting Institution:

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