

JOB VACANCY ANNOUNCEMENT

Professor or Associate Professor at ALMA Project, National Astronomical Observatory of Japan (NAOJ)

The National Astronomical Observatory of Japan (NAOJ) announces a vacancy for an Professor or Associate Professor position to serve as East Asian ALMA Regional Center (EA-ARC) at the NAOJ ALMA Project to lead the EA-ARC, and to play a key role in planning and managing ALMA offsite scientific operations and user support in Japan.

1. Job Title: Professor or Associate Professor, one position
2. Division and Location: NAOJ ALMA Project, NAOJ, Mitaka, Tokyo 181-8588, Japan
3. Area of Expertise: Radio Astronomy, and Interferometry
4. Job Description:

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, and TMT (Thirty-Meter Telescope) as well as in the development of space-based instruments. ALMA is the largest (sub)mm-wave on-ground telescope and has been producing ground-breaking science since it became operative in 2011. In order to keep its high scientific productivity, ALMA will be upgraded towards addressing the updated scientific goals identified in the ALMA Development Roadmap.

NAOJ invites applications for one Professor or Associate Professor who is based in Mitaka, at NAOJ Headquarters, and is responsible, as the EA-ARC Manager and NAOJ ALMA Project Science Operations lead, for the steady operations of ALMA and the support to the planning and commissioning of the ALMA2030 Wideband Sensitivity Upgrade (WSU) and subsequent Extension of Observation Capabilities (EOC). The successful candidate is expected to maintain excellent user support standards at the EA-ARC which contribute to strengthening the scientific outcome with ALMA in Japan. Their major responsibilities are as follows:

- As the lead of Science Operations team — to establish the science operations plans of ALMA to keep ALMA high science performance while successfully implementing the ALMA2030 WSU;
- As the East Asian ARC manager – to lead and coordinate the EA-ALMA Science Operations in cooperation with EA-ALMA partners, and in close coordination and collaboration with the Science Operations managers of the Joint ALMA Observatory (JAO) and of the European and North American Executives;
- User support – to plan and lead the user support for user communities in Japan and EA.

As the Science Operations lead in the NAOJ ALMA Project, the successful candidate will also be expected to support the planning and supervision of the commissioning of the ALMA2030 WSU, and to consider the synergy of ALMA with other existing and future observing facilities, in collaboration with the EA ALMA Project Scientist.

In addition to the above, they are expected to be engaged in the top management of the NAOJ ALMA Project. To fulfill these responsibilities, they are required to have expertise in radio

astronomy and radio interferometry. They are required 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. Skills in project management and/or experience in coordination of international collaboration are desirable and will be considered an asset.

Fostering young scientists including PhD students and Post-Doctoral researchers is also required as part of the responsibility. The successful candidate will be expected to actively perform their own excellent scientific research with ALMA and other cutting-edge facilities.

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 up to the end of the Japanese academic year in which the faculty reaches NAOJ's mandatory retirement age of 65.

Probation period: six months.

6. Qualifications:

- (1) Minimum Educational Requirement: Ph.D. or equivalent in astronomy or related fields;
- (2) To have a good scientific record;
- (3) To have deep expertise in radio astronomy and radio interferometry, and experience in telescope operations;
- (4) To have good communication skills and good English proficiency to clearly convey Japan's position in discussions at Face-to-Face and remote meetings, and to join, discuss and collaborate in English speaking teams;
- (5) Strong interpersonal communication skills and ability to work in a team with diverse cultural background will be considered important assets for this position.

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. SPIE can be included in refereed papers);
- (4) A summary of your past research activities including international collaboration, and experience in telescope operations;
- (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.(2) before the application deadline. Applicants are responsible for ensuring that the letters are submitted before the application deadline.

8. Application Deadline: 2023-12-01, 12:00 (noon) (Japan Standard Time)

9. Application Instructions:

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/T9KzUyZUt5>
- (2) After you submit the registration form, you will receive an email showing the URLs for
 - (a) uploading your application documents and
 - (b) your reference letters.
- (3) Please ask your references to upload their letters via the URL shown in (2)(b).
- (4) Please upload the application documents (from 7. (1) through (6) above) via the URL (2)(a).
These files must be in PDF format (max 50 MB each, 100 MB in total, at most 10 files).

9.2. Contacts:

- (1) If you have any question related to the job description, contact;
E-mail address: Alvaro.Gonzalez_AT_nao.ac.jp (replace `_AT_` with `@`)
Alvaro Gonzalez, NAOJ ALMA Project Manager, NAOJ
Subject of e-mail: "Question on JD of EA-ARC Manager of NAOJ ALMA Project"

- (2) If you have any question related to the other items, contact;
E-mail address: job01-professor_AT_nao.ac.jp (replace `_AT_` with `@`)
Subject of e-mail: "Question on EA-ARC Manager of NAOJ ALMA Project"

10. Notes for application:

The file name of application documents should be stated applicants name, applied project and position. Candidates selected in the final short list 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.

11. Working 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 to January 3rd), Annual paid leave, Summer holidays, Bereavement leave, etc.
- (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 year-end allowance and diligence allowance will be included in the annual salary.
 - Salary Increment: Once a year in accordance with the performance review
 - Retirement Allowance: Provided
 - 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).

12. Miscellaneous

- The NAOJ Advisory Committee for Research and Management will make the final decision for the appointment.

- 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.
- 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. For details, see <https://www2.nao.ac.jp/~open-info/genderequality/en/>
- If you have taken a leave(s) for maternity, childcare, and family care, please indicate it in your curriculum vitae. We will take it into account when assessing your performance.
- Smoking is prohibited on the premises excluding designated outdoor smoking areas.
- 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.

13. Recruiting Institution:

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