

## **JOB VACANCY ANNOUNCEMENT**

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

The National Astronomical Observatory of Japan (NAOJ) announces a vacancy for an Associate Professor position to serve as East Asian ALMA Development Manager at the NAOJ ALMA Project to coordinate all development activities in Japan and the East Asian region during ALMA2, and to coordinate the implementation of the ALMA2030 Wideband Sensitivity Upgrade (WSU) in collaboration with international partners.

1. Job Title: 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:

The National Astronomical Observatory of Japan (NAOJ) has been playing a key role in 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) and 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.

We invite applications for one associate professor who is based in Mitaka, at NAOJ Headquarters, and is responsible, as the EA ALMA Development Manager to perform the oversight of the preparation and implementation of EA-ALMA Development Projects in close coordination with Project Teams in East Asia, with special emphasis on those part of the ALMA2030 WSU (Wideband Sensitivity Upgrade). The successful candidate will be in charge of establishing and updating the East Asia ALMA Development program, in close coordination with the EA ALMA Project Manager, the EA ALMA Project Scientist, and international partners. The successful candidate also will consider synergies with other existing and future observing facilities when possible. The successful candidate's major responsibilities are as follows:

- As the EA ALMA Development Manager — to establish East ALMA development program plans to keep and enhance ALMA high science performance in close coordination with EA ALMA partners, in particular to address the ALMA2030 WSU, and to perform the oversight of the preparation and implementation of Development Projects and Studies;
- As the EA representative in the ALMA Integrated Development Team – to coordinate the regional ALMA Development Programs in cooperation with the corresponding managers and engineers of the Joint ALMA Observatory (JAO) and North American and European Executives, and to contribute to the successful planning and implementation of the WSU;
- Assembly, Integration, Verification and Commissioning (AIVC) – to lead the planning and coordination of AIVC efforts for the successful implementation of EA development deliverables in the ALMA observatory, in special as part of the ALMA2030 WSU, in close collaboration with international partners and with the Commissioning Scientist, Development Project teams, and the 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 knowledge of radio telescope and interferometry fundamentals, and expertise in development and commissioning of related instruments. Skills in systems engineering are considered an asset for this position. 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. Fostering young scientists including PhD students and Post-Doctoral researchers is also required as part of the responsibility.

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 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. 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, including experience in instrument and/or software development and commissioning;
- (4) To have good communication skills and sufficient English language proficiency to clearly convey Japan's position in discussions in 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/caTdx8Epa8>

- (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 50MB each, 100MB 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 Development Manager of NAOJ ALMA Project"
- (2) If you have any question related to the other items, contact;  
E-mail address: job02-associateprof\_AT\_nao.ac.jp (replace \_AT\_ with @)  
Subject of e-mail: "Question on Development Manager of NAOJ ALMA Project"

#### 10. Notes for Applications:

- (1) 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.
- (2) If the selection committee determines that there are no qualified candidates for this position, this announcement may be closed without any selections.

#### 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 29<sup>th</sup> to January 3<sup>rd</sup>), 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)