

## JOB VACANCY ANNOUNCEMENT

- Project Research Fellow (Project Researcher on Annual Salary System) at ALMA Project, National Astronomical Observatory of Japan (NAOJ) –

1. Job Title: Project Researcher (Project Research Fellow), one position

2. Division: ALMA Project

3. Work Location: National Astronomical Observatory of Japan (NAOJ), Mitaka, Tokyo

4. Area of Expertise: Radio astronomy

5. Job Description:

ALMA is a partnership of East Asia, Europe, and North America in cooperation with the Republic of Chile. The NAOJ ALMA Project invites applications for one Postdoctoral Research Fellow position to carry out cutting-edge science using ALMA and to support the operation of ALMA. The duty station is NAOJ in Mitaka, Tokyo, Japan, with possible business trips to Chile, Europe, North America, Taiwan, and/or Korea. We welcome candidates who are eager to collaborate with researchers at NAOJ as well as the broader East Asia community members. The successful candidate is expected to be engaged in the ALMA science operations (e.g., data reduction, software development, user support on generating observing procedures and help desk), or development (hardware or software). In addition, the candidate will be involved in promoting scientific activities such as organization and support of science workshops.

\*The fellow is expected to spend up to 25 % of his/her time on jobs requested by the project and the rest of time to carry out his/her own research.

6. Terms of Appointment:

The successful candidate is expected to start the job on October 1, 2024. The term of employment will be up to three years, including the probation period of six months.

Note:

(1) If the successful candidate had been a fixed-term employee of the National Institutes of Natural Sciences (NINS, which is an executive institute that manages NAOJ) within six months retroactively from the start date, the term will be set so that the total employment period does not exceed ten years.

(2) If the successful candidate had been employed as an NAOJ Project Researcher (including



Project Research Fellow) or a Researcher (Part-time contract employee) after April 1, 2004, the term will be set so that the total employment period does not exceed five years.

(3) An annual performance review will be conducted.

#### 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:

The project researcher will be employed under an annual salary system and receive a salary of 350,000 JPY per month. Commuting expenses (up to 55,000 JPY per month) will be provided. Retirement allowances are not provided.

##### (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. Minimum Academic Requirements: PhD or equivalent in astronomy or related fields

#### 9. Selection Process:

A candidate will be selected through screening of application documents and interview (face-to-face or online).

#### 10. Required Application Materials: (\*To be prepared in English or Japanese)

- (1) Cover letter,
- (2) Curriculum vitae,
- (3) Summary of past research activities,



- (4) List of publications (Separate refereed and non-refereed papers, and indicate all authors' names in the case of co-authored papers),
- (5) Major papers (up to three),
- (6) Outline of research plans,
- (7) Two reference letters: Please ask your reference to upload the letter directly using the URL indicated in 12, before the application deadline. Applicants are responsible for ensuring that the letter is submitted before the application deadline.

11. Closing Date for Application: April 30 (Tue), 2024 12:00(noon) (Japan Standard Time)

12. 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/Fex1AMkDXA>

- (2) After you submit the 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 10. (1) through 10. (6) above) via the URL (2)(a).

These files must be in PDF format (max 50MB each, 100MB in total, at most 10 files).

13. Contacts:

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

Bunyo Hatsukade, ALMA Project, NAOJ

E-mail: bunyo.hatsukade\_AT\_nao.ac.jp (replace \_AT\_ with @)

If you have any questions related to the other items, please contact;

E-mail: job11-pjt-researcher1\_AT\_nao.ac.jp (replace \_AT\_ with @)

14. Remarks

- 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.
- The expense for the interview will not be covered by NAOJ.
- This position is Project Research Fellow (Project) listed on the following URL.

<https://www.nao.ac.jp/en/about-naoj/employment/fellowship-program.html>



- The fellow will receive annual research funds of 500,000 JPY.
- Project researchers are eligible to apply for the Grants-in-Aid for Scientific Research (KAKENHI).
- 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. If you have taken a leave(s) such as for maternity, childcare, and/or family care, please indicate it in your curriculum vitae. We will consider it when assessing your performance. For details, see <https://www2.nao.ac.jp/~open-info/gender-equality/en/>.

15. Name of recruiter

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