

## JOB VACANCY ANNOUNCEMENT

### Project Research Fellow, National Astronomical Observatory of Japan (NAOJ)

The National Astronomical Observatory of Japan (NAOJ) invites applications for the position of Project Research Fellow (Project Researcher on Annual Salary System).

1. Job Title: Project Researcher on Annual Salary System, three positions
2. Division and Location, Area of Expertise, and Job Description:  
The fellow is expected to spend up to 50 % of their time on jobs/researches requested by the project they belong to. For the details, please visit the following URLs and check the list of project jobs/researches. The applicant must designate a host researcher with the project in the table and should consult with the host researcher about the application and research plans shown by the project etc. The name of your desired project and host researcher must be included in a cover letter. The working place may be subject to change during his/her contract. Job Description will not change during his/her contract.

In Japanese

<https://www.nao.ac.jp/about-naoj/employment/jobs-project-1.html> (general)

<https://www.nao.ac.jp/contents/about-naoj/employment/task-list-2025.pdf>(list)

In English

<https://www.nao.ac.jp/en/about-naoj/employment/jobs-project-1.html> (general)

<https://www.nao.ac.jp/en/contents/about-naoj/employment/task-list-2025.pdf>(list)

3. Terms of Appointment:  
The successful candidate should be able to start on April 1<sup>st</sup>, 2025 or later, but no later than September 30<sup>th</sup>, 2025. The term is three years, including a probation period of six months. An annual performance review will be conducted. At the end of the contract term, there is no possibility for contract extension.  
If the successful candidate had been a Project Research Fellow or a Researcher (Part-time Contract Employee) at NAOJ before, the term may be adjusted so that the total length of employment does not exceed five years. If the successful candidate had been an NINS employee within six months retroactively from the starting date, the term will be set so that the total employed period does not exceed ten years.
4. Minimum Academic Requirements:  
The applicant must have a PhD degree as of March 31<sup>st</sup>, 2025 or is expected to have it by the starting date. It should be described if the applicant is expected to have a PhD degree by September 30<sup>th</sup>, 2025.
5. Required Application Materials: (\*To be prepared either in English or Japanese. Any other languages will not be accepted)
  - (1) Cover letter (including the name of your desired project, host researcher, and your references stated in 5. (6)),
  - (2) Curriculum vitae, (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.)
  - (3) Summary of your past research activities including expertise to fulfill the duties (no more than 1200 words (or no more than 2500 Japanese letters) , excluding figures and

- references),
- (4) Publications list
    - (i) Refereed papers with individual citation count of which you are the corresponding author,
    - (ii) Other refereed papers,
    - (iii) Non-refereed papers (for co-authored papers, list the names of all the authors),The applicant is encouraged to provide a URL to the Astrophysics Data System (ADS) library in addition to a written list for the list (i). The lists (ii) and (iii) can be replaced by URLs to publication lists of the ADS library.
  - (5) Outline of research plans including a plan for the project duty/research (no more than 1200 words (or no more than 2500 Japanese letters) , excluding figures and references), and
  - (6) One or more reference letters. Note that your NAOJ host researcher cannot serve as a reference. Please ask your references to upload the letters directly to the URL stated in 7 before the deadline. Applicants are responsible for ensuring that the letters are submitted before the application deadline. The name of the reference should be identified in the application cover letter.
6. Application Deadline: 2024-09-25, 12:00 (noon) (Japan Standard Time)
7. Submission:
- 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/BEuc3jhais>
- After you submit the initial form, you will receive an email showing the URLs for (a) uploading your application documents, and (b) for your reference letters.
- Please use the URL (a) for uploading your documents (1) through (5) stated in 5. They must be in a single PDF file (max 50MB).
- Please ask your references to upload their letters via the URL(b) you receive for this purpose.
- \*Regarding an NAOJ host researcher who will accept your proposal, please consult with him/her in advance.
- If you have any general questions related to the job description, contact  
E-mail: masahiro.ikoma\_AT\_ao.ac.jp (replace \_AT\_ with @),  
Dr. Masahiro Ikoma, Director of Research Coordination  
Subject of e-mail: "Question on JD of Project Research Fellow."
- If you have any specific questions, contact the email addresses in the table of individual projects.  
Subject of e-mail: "Question on JD of Project Research Fellow."
- If you have any questions related to the application process or other items, contact  
E-mail: job14-naoj-prf\_AT\_ao.ac.jp (replace \_AT\_ with @)  
Subject of e-mail: "Question on Project Research Fellow."
8. Notes for application:
- Candidates selected in the final shortlist may be interviewed by the selection committee via teleconference. The expense for the interview will not be covered by NAOJ. The interview is planned to be held on November 8, 2024 (JST). Information will be sent by the end of October 2024 to those selected to proceed to interviews.

9. 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),

Annual paid leave (20 days: to be prorated for the first year), Refreshment leave (3 days)

(3) Social Insurances:

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

(4) Remuneration:

Salary: The fellow will receive a monthly salary of 350,000 JPY.

Allowances: Commutation allowance (up to 55,000JPY per month) will be paid when the requirements based on the NINS regulations are all filled.

Retirement Allowance: Shall not be paid

10. Remarks

- The fellow will receive annual research funds of 500,000 JPY.
- NINS Regulations of Employment for Employees on Annual Salary System shall be applied to this position.
- The travel and relocation costs to NAOJ will be covered, subject to the travel regulations of NINS (details have to be arranged with the administration office).
- The qualification to apply for Grants-in-Aid for Scientific Research (KAKENHI) is given.
- 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 further information about NAOJ's efforts to achieve gender equal society, please see <https://www2.nao.ac.jp/~open-info/gender-equality/en/>

- Smoking is prohibited on the premises excluding designated outdoor smoking areas.
- Information submitted in your application documents will not be used for any purposes other than the selection process and for contacting you with necessary notices in connection with the selection. Once the selection process is completed, we will securely dispose of all application documents and personal information, except for those submitted by the successful candidate.

11. Name of recruiter

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