

JOB VACANCY ANNOUNCEMENT

Professor at NAOJ Chile, National Astronomical Observatory of Japan (NAOJ)

The National Astronomical Observatory of Japan (NAOJ) announces a vacancy for a professor to serve as a Legal Representative, who formally represents NAOJ in Chile in relations with the Chilean government, regional and local authorities where ALMA and other NAOJ's facilities are located, and diplomats and delegations from East Asian partner countries and regions in Chile. The position also involves the role and responsibility of enhancing Japan's presence in Chile by maintaining and strengthening relationships between NAOJ and Chilean institutions and organizations, primarily for the benefit of astronomy.

1. Job Title: Professor, one position
2. Division and Location: NAOJ Chile, Santiago, Chile
Frequent visits to the high-altitude site (5,000 m above sea level) are expected.
* In some cases, the location for the first month of employment may be Mitaka, Japan.
(Scope of possible changes) Location designated by NINS / NAOJ
3. Area of Expertise: Astronomy, Management, Science Diplomacy
4. Job Description:

The selected candidate will serve as the Legal Representative responsible for maintaining and strengthening the relationship between NAOJ and Chile, as well as proposing, implementing and monitoring NAOJ's approach in Chile, while securing the necessary conditions for NAOJ's long-term operational success in Chile, with the support and oversight from the NAOJ Director General and NAOJ ALMA Project. The responsibilities will include:

- Represent NAOJ in Chile;
- Establish and maintain communication channels with the Chilean government agencies including the Ministry of Foreign Affairs, as well as the Chilean regional and local authorities;
- Provide operational support to ALMA in coordination with the Joint ALMA Observatory Director and Deputy Directors, as well as with the counterparts from other ALMA Executives
- Support the activities in Chile for diplomats and delegations from South Korea and Taiwan those are a member of East Asian ALMA, to foster shared understanding on their contributions through NINS/NAOJ to ALMA;
- Work together with relevant divisions of NAOJ to carry out activities for the development of astronomy and technology-related fields in Chile, in coordination with Chilean stakeholders and astronomical communities;
- Work together with the NAOJ's relevant divisions to promote strategic communications in Chile, with the aim of fostering understanding of the values, mission, and vision of NAOJ, while building and enhancing its brand recognition;
- Plan and arrange high-level visits to ALMA and other facilities to increase NAOJ's visibility and coordinate with the visiting parties and the NAOJ's relevant divisions in handling media coverage of such official visits;
- Gather information on social, environmental, economic, security and safety issues that may affect NAOJ's activities in Chile, and report to the NAOJ Director General and NAOJ ALMA Project;
- Maintain frequent contact and cooperate with the members of Chajnantor Working Group and the key persons of other astronomical organizations operating in Chile;

- Manage the cooperation agreements with the Chilean government, universities and institutions and monitor their implementation.

The selected candidate also serves as the Director of NAOJ Chile.

The Director of NAOJ Chile is responsible for establishing and maintaining a system to ensure the safety of NAOJ personnel stationed in Chile (including their families), locally employed staff in Chile, and NAOJ personnel traveling to Chile, as well as supporting NAOJ activities in Chile and maintain proper office operations. The responsibilities will include:

- Maintain emergency communication channels, conduct regular safety confirmation drills, share safety information with the Embassy of Japan in Chile and, if necessary, with NAOJ personnel stationed in Chile as well;
- Maintain appropriate communication and cooperation with the Japanese community, including the Embassy of Japan in Chile, Camara Chileno Japonesa de Comercio e Industria A.G., and the Santiago Japanese School.

In addition to above, the successful candidate is encouraged to promote scientific research cooperation between Chile and Japan, to foster young scientists and Ph.D. students, and to do her/his own research in astronomy or related field.

(Scope of possible changes) Responsibilities assigned by NINS / NAOJ

5. Terms of Appointment:

The successful candidate is expected to start the job as early 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 post-holder 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: PhD degree in astronomy or related field;
 - (2) To have native level command in Japanese and good communication skills and sufficient English language proficiency to join, discuss and collaborate in English-speaking teams. Spanish language skills are not required at the time of application but are considered a desirable competence. Applicants must have willingness to learn Spanish after the appointment, if they lack Spanish language abilities.
 - (3) Strong interpersonal communication skills and the ability to work in a team with diverse cultural background will be considered important assets for this position.
- * Frequent visit to high site (5,000m above sea level) is expected.

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

- (1) Cover letter;
- (2) Curriculum vitae;
- (3) Publications list (Separate refereed and non-refereed papers. SPIE can be included in refereed papers);
- (4) Summary of your past activities related to the duties for this position;
- (5) Your commitment and plan to fulfill the duties;
- (6) Your address (e-mail and phone) for prompt contact and the email address of your current supervisor or line manager; and
- (7) Two or more reference letters. 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. Closing Date for Application: 2025-02-28, 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/FxH892PQnF>

(2) After you submit registration form, you will receive an email showing the URLs for

(a) uploading your application documents, and

(b) for 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: masao.saito_AT_ nao.ac.jp (replace _AT_ with @)

Masao Saito, NAOJ Vice Director General

Subject of e-mail: "Question on JD of Professor in NAOJ Chile"

(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 Application for Professor in NAOJ Chile"

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, Holidays set by NAOJ, New Year holidays (December 29th - January 3rd), annual paid leave, refreshment leave, bereavement leave, home leave, etc.

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

(4) Remuneration¹:

- 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.

¹ Remarks: Under an intergovernmental arrangement, staff members stationed in Chile are, in most cases, exempt from income and residence taxes in Chile.

- Allowances: Foreign service allowance, allowance for managerial position, and other allowances will be paid to employees who meet the conditions outlined in the NINS regulations. Especially, foreign service allowance will be paid if the candidate moves their principal place of living to Chile from outside of the country to start this job. 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).
- (5) Housing: Rental Housing in Chile shall be provided based on the NAOJ Rules. You are required to bear the rent partially for furniture in accordance with NAOJ guideline.

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/gender-equality/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)