

## **JOB VACANCY ANNOUNCEMENT**

### **Project Research Fellow (General), 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, one position

**2. Division:** Division to which the host researcher belongs

**3. Work Location:** The work location will be determined based on the host division and may change during the contract period.

**4. Area of Expertise:** Astronomy and related fields

#### **5. Job Description:**

The Project Research Fellow is expected to devote up to 50% of their time to research and duties assigned by the division to which the host researcher belongs (hereafter referred to as the “host division”). For details, please refer to the list of project research topics available at the URLs below. Applicants must select a host researcher from the list and consult with them in advance regarding the application and research plans. The name of the desired research project and host researcher must be clearly stated in the cover letter. The work location will be determined based on the host division and may change during the contract period. However, the job description itself will remain unchanged throughout the duration of the appointment.

General Information:

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

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

Project Research Topics:

(Japanese) <https://www.nao.ac.jp/contents/about-naoj/employment/task-list-2026.pdf>

(English) <https://www.nao.ac.jp/en/contents/about-naoj/employment/task-list-2026.pdf>

#### **6. Terms of Appointment:**

The successful candidate should be able to start on or after April 1, 2026, and no later than September 30, 2026. The appointment term is three years, including a six-month probationary period. An annual performance review will be conducted. Please note that the contract cannot be extended beyond the stated term.

If the successful candidate has previously been employed at NAOJ as a Project Research Fellow or as a Researcher (Part-time Contract Employee), the term may be adjusted so that the total duration of employment at NAOJ does not exceed five years. If the successful candidate has been employed by NINS within six months prior to the starting date, the term will be set so that the total duration of employment within NINS does not exceed ten years.

#### **7. Minimum Academic Requirements:**

Applicants must hold a PhD degree by March 31, 2026, or be expected to obtain it by the starting date. If the PhD degree is expected to be conferred by September 30, 2026, this must be clearly stated in the application.

#### **8. Required Application Materials:**

All application documents must be prepared in either English or Japanese. Documents written in any other language

will not be accepted.

- (1) *Cover Letter*—Must include (i) the name of the desired research project, (ii) the name of the host researcher, and (iii) the name(s) of the reference(s) as stated in item (6).
- (2) *Curriculum Vitae*—If the applicant has taken leave(s) for maternity, child care, or family care, this should be indicated in the CV. Such information will be taken into consideration during the performance evaluation.
- (3) *Summary of Past Research Activities*—Including expertise relevant to the duties of the position. The summary should not exceed 1200 English words (or 2500 Japanese characters), excluding figures and references.
- (4) *Publications List*—Categorized into three sections:
  - (i) Refereed papers for which the applicant is the corresponding author, with individual citation counts;
  - (ii) Other refereed papers;
  - (iii) Non-refereed papers, with all co-authors listed.The applicant is strongly 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 substituted with URLs to publication lists from the ADS library.
- (5) *Outline of Research Plans*—The applicant should describe both (i) the proposed contributions to the host division's research activities, and (ii) the research they plan to conduct independently under their own discretion. The combined outline should not exceed 1200 English words (or 2500 Japanese characters), excluding figures and references.
- (6) *One or More Reference Letters*—The NAOJ host researcher cannot serve as a reference. References must upload their letters directly to the designated URL (see section 10 (3)) before the application deadline. The applicant is responsible for ensuring that the letters are submitted on time and that the names of the references are included in the cover letter.

## 9. Application Deadline:

No later than 12:00 noon (Japan Standard Time) on November 4, 2025

## 10. Submission:

- (1) Applicants are required to apply via the NAOJ Nextcloud system. The application form is available at the following URL: <https://forms.office.com/r/K8mLThHLDm>
- (2) Upon submission of the initial form, applicants will receive an email containing two URLs: (a) for uploading the application documents, and (b) for reference letters. Documents (1) through (5) listed in Section 8 must be uploaded via URL (a) as a single PDF file (maximum size: 50MB).
- (3) Reference letters must be uploaded directly by the referees via URL (b). Applicants are responsible for ensuring that the letters are submitted before the application deadline. Applicants must consult with the NAOJ host researcher in advance regarding the acceptance of their proposal.

For general questions regarding the job description, please contact:

Dr. Hideko Nomura, Director of Research Coordination  
Email: [hideko.nomura\\_AT\\_nao.ac.jp](mailto:hideko.nomura_AT_nao.ac.jp) (replace \_AT\_ with @)  
Subject of email: "Question on JD of Project Research Fellow"

For specific questions regarding individual research projects, please contact the email addresses listed in the table of research project topics. The subject line of the email should be: "Question on JD of Project Research Fellow."

For questions regarding the application process or other administrative matters, please contact:

E-mail: [job14-naoj-prf\\_AT\\_nao.ac.jp](mailto:job14-naoj-prf_AT_nao.ac.jp) (replace \_AT\_ with @)  
Subject of email: "Question on Project Research Fellow."

## 11. Notes for Application:

Final candidates may be invited to an interview conducted via teleconference. Please note that NAOJ does not provide financial support for interview-related expenses. The interview is scheduled for December 16,

2025 (JST). Candidates selected for the interview will be notified by December 4, 2025.

## **12. Labor Conditions:**

### *(1) Work Type and Hours*

The Discretionary Labor System for Professional Work will be applied. Standard working hours are 38.75 hours per week, typically from 8:30 to 17:15 with a one-hour break.

### *(2) Holidays*

Saturdays, Sundays, national holidays, and New Year holidays (December 29 to January 3).

Annual paid leave: 20 days (prorated for the first year)

Refreshment leave: 3 consecutive days

Summer closure: 3 designated days in mid-August

### *(3) Social Insurance*

Coverage includes the MEXT Mutual Aid Association (health insurance), Employees' Pension Insurance, Employment Insurance, and Industrial Accident Compensation Insurance.

### *(4) Remuneration*

The fellow will receive a monthly salary of 350,000 JPY. In addition, a commuting allowance of up to 150,000 JPY per month may be provided, subject to the fulfillment of conditions stipulated by the regulations of the National Institutes of Natural Sciences (NINS). Please note that no retirement allowance will be paid.

## **13. Remarks:**

- The fellow will receive annual research funds of 500,000 JPY.
- The position is subject to the NINS Regulations of Employment for Employees on the Annual Salary System.
- Travel and relocation expenses to NAOJ will be covered, in accordance with NINS travel regulations (details to be arranged with the administration office).
- The fellow will be eligible to apply for Grants-in-Aid for Scientific Research (KAKENHI).
- Policy for Equal Employment Opportunity:
  - ✓ NAOJ is committed to promoting gender equality in accordance with the Equal Employment Opportunity Act for Men and Women.
  - ✓ If two candidates are evaluated equally, NAOJ will take positive action to employ women.
  - ✓ For further information, please visit: <https://www2.nao.ac.jp/~open-info/gender-equality/en/>
- Smoking is prohibited on the premises, except in designated outdoor smoking areas.
- Information submitted in the application documents will not be used for any purposes other than the selection process and for contacting the candidate with necessary notices in connection with the selection. Once the selection process is completed, NAOJ will securely dispose of all application documents and personal information, except for those submitted by the successful candidate.

## **14. Name of Recruiter:**

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