

## **JOB VACANCY ANNOUNCEMENT**

### **- Executive Engineer, National Astronomical Observatory of Japan (NAOJ)**

1. Job Title: Executive Engineer (equivalent to full professor position), one position

2. Division and Location: The Advanced Technology Center (ATC), NAOJ, Mitaka, Tokyo, Japan

3. Job Description:

The National Astronomical Observatory of Japan (NAOJ) has been playing a key role in the forefront of astronomical research worldwide, as demonstrated in the construction and operation of large-scale astronomical facilities such as Subaru Telescope, ALMA, and TMT (Thirty-Meter Telescope) as well as in the development of space-based instruments such as Hinode Satellite for solar observation, in the effort to promote cutting-edge astronomy utilizing these advanced telescopes. The NAOJ Advanced Technology Center (ATC), the research center for advanced technology development to support these important astronomical programs, has been producing successful results in the development of various astronomical instruments.

We invite applications for an Executive Engineer position at ATC who supervises and leads the System Design group which consists of the following teams: System-Design, Mechanical/Thermal-Design, Optical-Design, Electrical-Design, and Device-Design teams. A successful candidate is expected to manage all activities of the System Design group and to provide technical guidance to all the group members, thereby to contribute to successful preparations and implementations of astronomical projects of NAOJ including international ones. The candidate is responsible to establish the most optimal and efficient frameworks between the project and the ATC to support the projects by the group members. In addition, the candidate is expected to lead human-resource-development activities including improvement of group-member skills basing on long-term perspective, and to support the ATC director in terms of ATC management and of coordination between the whole NAOJ activities and the ATC.

As required qualifications of this position to carry out the above duties, applicants are expected to have all the following experiences and abilities: 1) experience in thermal/mechanical design or system design of world-leading cutting-edge space- or ground-based instruments, 2) experience of managing design groups consisting of 15 or more members in design and development, 3) high-level, internationally-recognized technical or engineering skills in some specific fields, 4) broad engineering capabilities and leadership so that the applicant can conduct the above duties and lead the group, and 5) English language ability to prepare documents in English and to conduct and to lead technical discussions in international reviews of international projects.

4. Terms of Appointment:

The successful candidate should be able to start as soon as possible after the job offer has been accepted. The term of contract is up to the end of the Japanese academic year in which the faculty reaches NAOJ's mandatory retirement age of 65. The probation period of six months is included.

5. Required qualification:

Ph.D. degree in engineering or related field, or a wealth of technical knowledge, expertise, and experience to demonstrate possession of skills to fulfill the job responsibilities specified in “3. Job description”. Knowledge of astronomy is not required.

6. 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. List patents too. SPIE and COSPAR can be included in refereed papers.),
- (4) A summary of your past activities including international collaborations,
- (5) Your commitment and plan to fulfill the duties (including your motivation and vision for applying for this position. A4 or Letter size, about 5 pages.),
- (6) Your address (e-mail and phone) for a prompt contact and the email address of your current supervisor or line manager,
- (7) Five or more reference letters. Note that your current supervisor or line manager cannot be your reference. Please ask your references to upload the letters directly to an NAOJ job application system shown in 8 before the deadline. Applicants are responsible for ensuring that the letters are submitted before the application deadline (Reference letters should be sent from more than one country).

7. Application Deadline: 2020-05-29, 17:00 (Japan Standard Time)

8. Submission:

Applicants are required to apply via the NAOJ job application system on the web:  
<https://jobregister.nao.ac.jp/>

Please fill out the form on the web and upload the documents specified on the application form. If it takes time to prepare the documents, applicants should be issued applicant ID and reference IDs in advance. Reference letters should be uploaded by persons who have written the letter for you directly, following the instruction shown on the application form. Reference IDs and passwords are required to upload reference letters, so please inform references of the issued reference IDs and passwords.

The application documents should be converted to PDF (max 50MB each, 100MB in total, at most 10 files).

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

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

Professor Mitsuda, Kazuhisa,

*Director of Engineering , NAOJ,*

Subject of e-mail: “Question on JD of Executive Engineer at the NAOJ ATC”

If you have any question related to the application system or other items, contact;

E-mail: JobRegister-contact-10\_AT\_nao.ac.jp (replace \_AT\_ with @)

Subject of e-mail: “Question on Executive Engineer at the NAOJ ATC”

9. Remarks:

- The NAOJ Advisory Committee for Research and Management will make the final decision for the appointment.
- Candidates selected in the final short list may be interviewed by the selection committee either via internet or face-to-face. The expense for the interview will not be covered by NAOJ.
- NINS Employee Regulations (NINS, or the National Institutes of Natural Sciences, is an executive institute that manages NAOJ) shall be applied to this position.
- The successful candidate will be employed under the scheme of the annual salary system of NAOJ and will be paid monthly in 12 equal payments. Retirement Allowance shall be paid.
- 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 details, see <https://open-info.nao.ac.jp/danjokyodo/>
- 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.