JOB VACANCY ANNOUNCEMENT

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

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

1. Job Title: Project Research Staff 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 to 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.

   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.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.pdf (list)

3. Terms of Appointment:
   The successful candidate should be able to start at 1 April 2021 or later, but no later than 30 September 2021. The term is for three years, including the 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.

4. Minimum Academic Requirements:
   The applicant must have a PhD degree as of 31 March 2021,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 30 September 2021.

5. Required Application Materials: (*To be prepared either in English or Japanese. Any other languages will not be accepted)

   (1) A cover letter(including your desired project and host researcher),
   (2) Curriculum vitae,
   (3) Summary of your past research activities including expertise to fulfill the duties (up to 4 pages),
   (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.),
   (5) Outline of research plans including a plan for the project duty/research (up to 4 pages),
   (6) One or more reference letters. Note that your host researcher at NAOJ cannot serve as a reference.

Please ask your references to upload the letters directly to the NAOJ job application system shown in 7 before the deadline. Applicants are responsible for ensuring that the letters are submitted before the application deadline. The name of the referee should be identified in the application cover letter.

6. Application Deadline: 2020-10-30, 12:00 (Japan Standard Time)

7. Submission:
   Applicants are required to use the following NAOJ job application system on the website:
   https://jobregister.nao.ac.jp/
   Please fill out the form on the website and upload the documents specified on the application form. We recommend that the applicants obtain their applicant ID and reference IDs from the job application system in advance. Reference letters should be uploaded by the referees themselves, following the instruction shown in the application form. Each referee will need a reference ID and password to upload their letter to the system. The applicants will be expected to provide these to the referees.
   The application documents should be converted to PDF (max 50MB each, 100MB in total, at most 10 files).
   Please use the browser like Chrome, Firefox, Edge or Safari when you upload them because this application system might not work well with other browsers.

   If you have any general question related to the job description, contact
   E-mail: JobRegister-contact-10_AT_nao.ac.jp (replace _AT_ with @),
   Masao Saito, Director of Research Coordination
   Subject of e-mail: "Question on JD of Project Research Fellow."

   If you have any specific questions, please contact email addresses in the table individual projects.
   Subject of e-mail: "Question on JD of Project Research Fellow."

   If you have any question related to the job application system or other items, contact,
   E-mail: JobRegister-contact-10_AT_nao.ac.jp (replace _AT_ with @)
   Subject of e-mail: "Question on Project Research Fellow."

8. Notes for application:
   • Candidates selected in the final short list may be interviewed by the selection committee either via internet or face-to-face. The expense for travel to the interview will not be covered by NAOJ.

11. Remarks
   • The fellow will receive a monthly salary of 350,000 JPY plus compensation for commuting expenses (up to 55,000 JPY per month), and annual research funds of 500,000 JPY.
   • Social insurance will be applied. Bonus and retirement allowances are not provided.
   • 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 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 details, see https://www2.nao.ac.jp/~open-info/gender-equality/ (currently in Japanese only)

- 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.