

Project & Role	The Future Earth Unit of the Research Institute for Humanity and Nature, Kyoto, Japan, is inviting applications for the position of Center Research Associate (Communications Officer /contract employee). For more information about the Institute and Future Earth, see: www.chikyu.ac.jp/rihn_e/index.html and http://www.chikyu.ac.jp/future_earth/index_eng.html .
Number of openings	1
Location	Research Institute for Humanity and Nature (457-4 Motoyama, Kamigamo, Kita-ku, Kyoto 603-8047, Japan)
Job content	Develop and implement a range of communications activities in order to communicate the work of the Future Earth in Asia initiative to a range of Japanese and international audiences. This includes the writing of texts for the web and listserv (English and Japanese) and the use of other media (including video and social media). Operate as a member of a small dynamic team and assist with routine work of the Unit, including the organization and coordination of workshops and symposiums
Application requirements	1. Excellent communication and writing skills in English (TOEIC 850 or equivalent) 2. BA, MA degree and/or coursework in journalism or related field of study 3. Japanese verbal communication skill is required 4. Interest in environmental studies is an asset <u>The applicant must have working visa for Japan.</u>
Duration	From as soon as possible after selection until March 31, 2015, with the possibility of extension until March 31, 2017.
Work Week	Determined according to a discretionary labor system, based on 7 hours 45 minutes (8:30-17:00 work schedule with a 45-minute break) per day, 38 hours 45 minutes per week, with a 5-day work week (exclusive of Saturdays, Sundays, national holidays, and New Year's holidays).
Compensation	¥13,000/day
Benefits	Travel expenses, housing allowance, and overtime pay as prescribed in institute regulations (no additional benefits, bonuses, or retirement allowance) <u>RIHN will not be able to cover the relocation expenses.</u>
Insurance	Health insurance, pension insurance, unemployment insurance
To apply	Required documents (1) Resume/CV (with photo, format optional) (2) Cover letter (3) A statement that describes your ambitions and expectations for this position. (No longer than one A4 page in English or 1,000 words in Japanese) *Each of these documents should be submitted separately on A4 paper. Be sure that your name is on each of the documents submitted. *Submitted documents will not be returned. *Submitted documents will be seen only by members of the selection committee and will not be used in any other way.
Application deadline	Applications must be received by 5:00 p.m. on November 30, 2014
Selection procedure	Following the review of documents submitted, interviews, if needed, will be conducted on December 9, 2014. Please note that travel expenses for the interview will not be provided.
Send applications or queries to	Kei Omotaka Center for Research Development Future Earth Unit (No. 12) Research Institute for Humanity and Nature 457-4 Motoyama, Kamigamo, Kita-ku, Kyoto 603-8047, Japan TEL: +81-75-707-2504 E-mail : omotaka[a]chikyu.ac.jp ([a] should be substituted by @ when in use). *Please write "Center Research Associate (Communication Associate) application materials" in red ink on the envelope.
Other	