

**Research Associate 【Contract Employee】 , Knowledge Networking Division, Research Institute for Humanity and Nature (RIHN)**

**1 contract position for Research Associate (Communications officer)**, to be located at the [Research Institute for Humanity and Nature](#) in Kyoto, Japan (Possibility of changing work location: None)

Division description

The position is hired under the Knowledge Networks Division. The main area of responsibility will be in the Future Earth Center and its interface with RIHN.

Job description

The research associate will engage in the following tasks:

Develop and implement a range of communications activities to support the goals of various initiatives of the Future Earth center (Asia Science Mission, Future Earth Japan activities) to a range of Japanese and international audiences.

- 1) Develop and coordinate bilingual (English/Japanese) content creation and dissemination across platforms including websites, mailing lists and newsletters
- 2) Plan, produce, maintain and update websites and other digital platforms including social media hosted and supported by Future Earth Center
- 3) Development of publicity materials including flyers, posters, slidedecks, brochures, newsletters and infographics for Future Earth initiatives especially Asia Science Mission and TERRA School
- 4) Operate as a member of a team and assist with routine work of the division, including the organization and coordination of workshops and symposiums

Possibility of change in work content: This role will evolve in line with the Future Earth Center's initiatives, requiring the Communications Officer to take on new tasks and priorities as they arise.

Qualifications

- (1) Excellent communication, speaking and writing skills in English (TOEIC 950 or equivalent) and Japanese
- (2) BA, MA degree and/or coursework in journalism or English or related field of study
- (3) Digital media skills: experience with managing websites, emails, newsletters and social media platforms. Familiarity with basic design or video editing tools is an advantage
- (4) Familiarity with research networks and interest in environmental studies will be an asset

Terms of employment: Fixed term contract, renewable annually for up to 5 years until September 30, 2030

Working Hours: Based on the general working hours of Mon.–Fri. 8:30-17:00 (excluding the 12:15-13:00 lunch break), with discretionary employment system of professional work. Holidays: Japanese national holidays and 29 December–3 January.

Salary and insurance: Daily wage 16,800JPY, plus commuting allowance, rent allowance, and Overtime Allowance (No other compensation, awards and termination benefits). The successful candidate will be enrolled in the Health Insurance and the Employees' Pension Insurance, and the Employment Insurance in accordance with applicable laws and regulations. Only travel costs (flight, per diem and accommodation) will be provided for the relocation of international researchers to Kyoto.

Application Materials:

To apply, please submit the following documents in English:

1) Curriculum vitae

\*Please download the resume (NIHU standard format) for recruitment from the webpage of RIHN.

2) Written petition

Submit a written petition in about one A4 sheet indicating the qualifications or business skills necessary in relation to the division.

\*The submitted documents will be used only for the purpose of employment screening. The submitted documents will not be disclosed, transferred, or loaned to any third party without a valid reason.

\*Residents of the European Economic Area (EEA) are required to submit the "Consent form for handling personal information based on GDPR" with your signature. Download from the webpage.

Application Deadline

21 August 2025 by 17:00 Japan time

Selection Process

A shortlist will be made by a selection committee on the basis of how well the application demonstrates that the candidate meets the requirements set out here. Candidates on the shortlist will be invited for online interview in late August 2025.

E-mail your Application Materials to:

Prof. Daniel Niles,

E-mail : dniles@chikyu.ac.jp

Other

RIHN guarantees equal opportunities to all individuals regardless of nationalities and gender orientations.

RIHN promotes gender equality. We look forward to receiving a number of applications from female candidates.

RIHN seeks to prevent passive smoking by prohibiting smoking in all our facilities except in designated areas.