

**Science Officer 【Contract Employee】 , Future Earth Center, Research Institute for Humanity and Nature (RIHN)**

**1 contract position for Science Officer (researcher)**, 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 Future Earth Center and dedicated to the Asia Science Mission.

Job description

The [Asia Science Mission](#) is an initiative led by Future Earth Asia with the Research Institute for Humanity and Nature, the Asia Pacific Network for Global Change Research and the Fenner School of the Australian National University. The ASM is a first-of-its-kind regional initiative designed to coordinate transdisciplinary science and innovation across Asia to address complex sustainability challenges. The ASM connects scientific, policy, and community actors to co-design actionable solutions—starting with demonstration pilot projects—on issues such as climate change, biodiversity, and food-water-energy systems. It aims to fill critical coordination, knowledge, and implementation gaps that national and sectoral efforts alone cannot resolve.

The Science Officer will work in a dynamic international setting on a range of sustainability issues.

The primary responsibilities of the Science Officer will include:

1. Provide coordination and communication support for Asia Science Mission activities, capacity building, fundraising, and partnerships, including liaising with demonstration sites and the Future Earth network.
2. Monitor progress and prepare reports to track achievements of the initiative.
3. Develop and oversee contract agreements to support effective collaboration.
4. Conduct research and synthesis for a regional needs assessment, socio-ecological systems analysis, and transdisciplinary integration.
5. Document processes, outcomes, and lessons learned to strengthen institutional knowledge.
6. Manage a stakeholder engagement tracker and foster productive partner relationships.

Possibility of change in work content: The role is dynamic and will evolve in line with the requirements of the Asia Science Mission and Future Earth Center at RIHN.

### Qualifications

- (1) Ph.D. in a discipline relevant to global environmental change and sustainability (preferred); candidates with a relevant Master's degree and experience in sustainability research or practice will also be considered.
- (2) Experience in research, project coordination, or program management in sustainability, environmental science, or related fields.
- (3) Strong analytical and research skills, including ability to synthesize complex information.
- (4) Familiarity with contract development and monitoring.
- (5) Proficiency in documentation, reporting, and stakeholder tracking tools.
- (6) Excellent written and verbal communication skills in English; ability to engage with diverse stakeholders across cultures and disciplines especially in Asia.
- (7) Ability to manage multiple tasks, meet deadlines, and work both independently and as part of a team.
- (8) Experience in international/regional or multi-stakeholder projects, fundraising and science communication is an asset.

Terms of employment: Fixed term contract until March 2026, renewable until June 2026, with possibility of renewable annually up to 2 years subject to performance, budget availability and the relevant regulations at RIHN.

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 19,000 JPY, 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.

### Application Materials:

To apply, please submit the following documents in English:

- a) Curriculum vitae, (A4, with your portrait photograph pasted.)
- b) Statement of your plans and aspirations for the position (About 1,000 words, A4, 2 sheets or fewer, free format.)
- c) Brief description about your experience relating to the position. (About 1,000 words, A4, 2 sheets or fewer.)
- d) Information of two references (Names, contact phone number, and e-mail address).

\*1 All the materials above should be submitted on A4 size paper. Please print your name on each of the first page of the document. Application materials will not be returned.

\*2 Please note that all submitted documents will only be used for selection purposes during this selection process

### Application Deadline

20 October 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 an online interview or at RIHN in the afternoon of 28 October 2025.

### E-mail your Application Materials to:

Ria Lambino

E-mail : rlambino@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.