

Affiliation / Job Title	Research Institute for Human and Nature, Program Research Dept. SATOCONN Project Clerical Assistant 【Part-time】
Number of people to be recruited	One person
Place of Work	Research Institute for Human and Nature (457-4 Motoyama, Kamigamo, Kita-ku, Kyoto)
Job Description	Engage in the following tasks related to the Research Project: ‘Satoyama Reconnections: Engaging Communities in Resilient, Nature- and Climate-positive Land Use Futures’ (1) Assistance with budget execution for project members, including budget liaison with University of Gloucestershire, UK (2) Coordination with research institutions and project members, especially for international meetings (3) Administrative works related to research activities – e.g. file management and record-keeping; managing invitations to meetings and seminars; booking venues, accommodation and/or hospitality for dissemination events (4) Other works related to the above, as directed by the Project Leader (PL), Professor Janet Dwyer
Application Requirements	(1) Ability to communicate fluently and accurately in English and Japanese both orally and in writing. (2) Skills in application software such as Word and Excel, and ability to perform basic PC operations such as document creation, text editing, and table creation/spreadsheet compilation and basic analysis. (3) Knowledge of communicating online – mainly via e-mail and Teams/Zoom. (4) confidence to work at times independently and remotely (the PL will be based both at RIHN and the University of Gloucestershire, UK, dividing time between both locations during the year). (5) Experience working at a research institute or national university is an advantage.
Terms of Employment	From the date of hire until March 31, 2025. (The employment period may be renewed after the expiry of this term of employment, in units of one fiscal year (from April 1 to March 31), up to March 31, 2029.)
Form of Work	3-5 days and 20 -30 hours per week, negotiable (Except Saturdays, Sundays, national holidays, and year-end and New Year holidays (12/29-1/3)) Overtime may be required depending on business conditions.
Salary	1,190 to 1,360 yen per hour (Based on the payment standards of this institute, determined by the applicant's background, etc.)
Allowances	Commuting and overtime allowances are paid in accordance with the Institute's payment standards.
Insurances	Health insurance (Mutual Aid Association of the Ministry of Education, Culture, Sports, Science and Technology), employees' pension insurance, and unemployment insurance are enrolled. Part-time employees are covered by the following insurance depending on the type of work
How to apply	Please submit the following documents as email attachments. Completed application forms – [specify these by document name] (1) Curriculum Vitae (2) Resume showing career and job history 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 good reason. In principle, application documents will not be returned. Please download the forms from here (Forms of National Institute for Humanities). https://www.chikyu.ac.jp/rihn_e/news/careers/detail/88/

Application Deadline	5:00 p.m. on September 20, 2024 However, applications may be closed before in case of oversubscription.
Selection Process	After screening based on the resume, an interview will be conducted. The interview is scheduled for late September, 2024, but details will be provided at a later date.
Submit to (Contact Information)	Research Institute for Human and Nature Administrative office, Research Support Section, Research Planning Subsection (Junko Bivone) Address: 457-4 Motoyama, Kamigamo, Kita-ku, Kyoto, 603-8047 TEL: 075-707-2148 E-mail: jbivone[at]chikyu.ac.jp (Please convert [at] to @) Please write in the title “Application for Clerical Assistant for SATOCONN Project”. If you do not receive a response within 2 business days, please contact us by phone.
Others	Research Institute for Human and Nature guarantees equal opportunities to all individuals regardless of nationality or gender. The Institute prevents passive smoking by prohibiting smoking except in designated smoking areas.