

Affiliation / Job Title	Research Institute for Human and Nature, Program Research Dept. ECOIP Project Clerical Assistant 【Part-time】
Number of people to be recruited	One person
Place of Work	(At the time of appointment) Research Institute for Humanity and Nature (Address: 457-4 Motoyama, Kamigamo, Kita-ku, Kyoto-shi, Kyoto 603-8047 Japan) (Scope for changes) None.
Job Description	(At the time of appointment) Engage in the following tasks related to the Research Project: “Towards an Ethical Economy: Addressing the Impacts of Commodity Trade and Consumption on Indigenous Land and Survival” (1) Assistance with budget execution for project members, including foreign researchers (2) Coordination with domestic and foreign researchers and collaborators (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) Provide translation support between Japanese and English (e.g., project information posted on the website) (5) Other works related to the above, as directed by the Project Leader (PL) (Scope for changes) None.
Application Requirements	(1) Ability to communicate effectively and accurately in English and Japanese both orally and in writing. (2) Basic proficiency in Microsoft Office (Word, Excel), online meeting software (Zoom, Microsoft Teams, etc.), and/or blogging platforms (e.g., Note) (3) Ability to work independently and remotely when the PL travels abroad (4) Experience working at a research institute or national university is an advantage.
Terms of Employment	From the earliest possible date on or after May 1st, 2026, to March 31, 2027. (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 April 30, 2031.)
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	1,410 to 1,550 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]

	<p>(1) Curriculum vitae, (A4, with your portrait photograph pasted.) using the NIHU format.</p> <p>(2) Employment History</p> <p>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.</p> <p>Please download the forms from here (Forms of National Institute for Humanities). https://www.chikyu.ac.jp/rihn_e/news/careers/detail/168/</p> <p>*Residents of the European Economic Area (EEA) are required to submit the "Consent form for handling personal information based on GDPR" with your signature.</p>
Application Deadline	<p>Applications will be accepted on a rolling basis.</p> <p>The final deadline for applications is April 15, 2026.</p> <p>However, the recruitment process may close earlier once a suitable candidate has been selected.</p>
Selection Process	<p>After a document screening, selected candidates will be invited for an interview. Interviews will be conducted on a rolling basis, and further details will be provided directly to those selected. Please note that travel expenses and any other costs related to the interview will not be covered by the Institute.</p>
Submit to (Contact Information)	<p>Submission email: jbivone[at]chikyu.ac.jp (Please convert [at] to @)</p> <p>Please write in the title "Application for Clerical Assistant for ECOIP Project".</p> <p>If you do not receive a response within 2 business days, please contact us by phone.</p> <p>【General enquiries about the call】</p> <p>Administrative office, Research Support Section, Research Planning Subsection (Junko Bivone) TEL: 075-707-2148</p>
Others	<p>When considering the renewal of the next contract, the appointment may be changed to a contract employee (full-time, 38.75 hours per week, flexible working hours system) based on a comprehensive assessment of the following factors:</p> <ul style="list-style-type: none"> -The progress of duties at the time of contract expiration and the necessity of the work -Work performance, attitude, and ability to carry out assigned duties -Budgetary conditions <p>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.</p> <p>RIHN seeks to prevent passive smoking by prohibiting smoking in all our facilities except in designated areas.</p>