

Job Title and Affiliation	Project Research Associate, Small-scale Economies Project, Research Institute for Humanity and Nature (RIHN), Kyoto
Number of Positions	1 person
Location	Research Institute for Humanity and Nature, 457-4 Kamigamo Motoyama, Kita-ku, Kyoto-shi, Kyoto 603-8047 Japan
Job Description	Project officer for a RIHN Project “Long-term Sustainability through Place-based, Small-scale Economies,” whose job responsibilities include research assistance, accounting and other administrative work. Candidates who are capable of speaking and writing both in English and Japanese are especially encouraged to apply. Job duties also include coordinating collaborations with national/international researchers and institutions. For the details of the project, see below: http://www.chikyu.ac.jp/rihn_e/project/R-09.html http://www.chikyu.ac.jp/fooddiversity/en/index.html
Qualifications	Candidates with special skills such as language skills and analytical skills. Candidates who can provide research assistance and administrative duties in English and Japanese are preferred. Driving skills desirable.
Terms of Employment	From April 1, 2015 to March 31, 2016 (renewable until March 2017).
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 December 29-January 3.
Salary	Daily Wage: 13,000 JPY
Others	Commuter Allowance, Rent Allowance, and Overtime Allowance (No other compensations, awards and termination benefits)
Insurances	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 Method	Application Materials (All should be written in English or Japanese) 1. Curriculum Vitae that include your portrait photograph. 2. Resume of previous work experiences. 3. A short essay about your previous experiences and reasons why you are applying to this position (2 page maximum, A4 or letter size paper). 4. Names of two references (including affiliation, contact e-mail, fax and phone numbers). Notes: Normally, application materials will not be returned. If you wish your samples of written works to be returned, please submit a written request. * Application materials will be used only for the purpose of this job search.
Application Deadline	17:00 PM (Japanese Local Time), January 26 (Mon.), 2015
Selection Process	A short list will be made by a selection committee on the basis of application materials. Candidates on the short list may be interviewed at RIHN in early February 2015. No transportation/accommodation costs will be provided for the interview.
Mailing Address Contact Information	Mail or E-mail your Application Materials to: Prof. Junko Habu Small-scale Economies Project (Room 8), Research Institute for Humanity and Nature 457-4 Kamigamo Motoyama, Kita-ku, Kyoto-shi, Kyoto 603-8047 Japan Phone: +81-75-707-2240/2370 E-mail : habu[a]chikyu.ac.jp ([a] should be substituted by @ when in use) ※On the envelop, please indicate in red: "Application Materials for Project Research Associate Enclosed".
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