

<b>Affiliation / Job Title</b>	Research Institute for Human and Nature, Program Research Dept. WEDiDEA Project Clerical Assistant 【Contract-staff】
<b>Number of people to be recruited</b>	One person
<b>Place of Work</b>	(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.
<b>Job Description</b>	(At the time of appointment) Engage in the following tasks related to the Research Project: ‘A World Ecology of Disasters in Development in East Asia: Integrating Values into Decision-Making by Shifting Worldviews’ Outline of the project (1) Assistance with budget execution for project members, (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 Takeshi Ito  (Scope for changes) None.
<b>Application Requirements</b>	(1) Ability to communicate in English and Japanese effectively and professionally (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 Sophia University, Japan, dividing time between both locations during the year). (5) Experience working at a research institute or national university is an advantage.
<b>Terms of Employment</b>	From December 1, 2026 (or at any time after this date) until 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 March 31, 2032.)
<b>Form of Work</b>	5 days per week (except Saturdays, Sundays, national holidays, and year-end and New Year holidays (12/29-1/3)) The standard working hours are 7 hours and 45 minutes per day (8:30 a.m. to 5:00 p.m., with a 45-minute lunch break from 12:15 p.m. to 1:00 p.m.). A flex-time system is applied, with core hours from 10:15 a.m. to 3:00 p.m. and flexible working hours from 6:00 a.m. to 10:15 a.m. and from 3:00 p.m. to 9:00 p.m. Overtime may be required depending on business conditions.
<b>Salary</b>	10,930yen to 12,060 yen per day (based on the payment standards of this institute, determined by the applicant's background, etc.)
<b>Allowances</b>	Commuting, housing, overtime, and bonus allowances are provided in accordance with the Institute's regulations.

<b>Insurances</b>	Health insurance (MEXT Mutual Aid Association), employees' pension insurance, employment insurance, and workers' accident compensation insurance are provided in accordance with the Institute's regulations.
<b>How to apply</b>	<p>Please submit the following documents as email attachments. Completed application forms – [specify these by document name]</p> <p>(1) Curriculum Vitae (2) Resume showing career and job 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 RIHN Website (Forms of National Institute for Humanities). Applicants residing in the European Economic Area (EEA) are requested to submit a Consent Form for the Use and Transfer of Personal Data under the General Data Protection Regulation (GDPR).</p>
<b>Application Deadline</b>	10:00 a.m. on September 30th, 2026, JST However, applications may be closed once a suitable candidate has been identified.
<b>Selection Process</b>	After screening based on the resume, an interview will be conducted. The interview is scheduled for early-mid October 2026, but details will be provided later.
<b>Submit to (Contact Information)</b>	<p>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 @)</p> <p>Please use “Application for Clerical Assistant for WEDiDEA Project” as subject line of your e-mail. If you do not receive a reply within two business days, please contact us by phone.</p>
<b>Others</b>	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.