

Job Announcement: Researcher
(Project Professor or Project Associate Professor in charge of NIHU DH projects),
Center for Innovative Research, National Institutes for the Humanities

March 12, 2024

National Institutes for the Humanities

National Institutes for the Humanities (hereafter “NIHU”) established DH promotion office in FY2022 and has been conducting the Digital Humanities projects.

NIHU is calling for applications for a researcher (international research coordinator) to be posted to Center for Innovative research as follows.

Position title

Researcher, Center for Innovative Research
(Project Professor or Project Associate Professor)

Note: This is a full-time, fixed-term staff position as defined in NIHU’s employment regulations for fixed-term staff. This position cannot be concurrently held with a full-time position at another institution.

<https://www.nihu.jp/sites/default/files/regulation/kh-13.pdf>

Number of positions to be filled

One

Location of work

International Research Center for Japanese Studies
3-2 Goryo Oeyama-cho, Nishikyo-ku, Kyoto 610-1192, Japan

Duration of contract

As soon as possible after July 1, 2024.

The initial contract period will vary depending on the applicant as follows.

1. Applicants who fall under the category of "workers with expertise, etc." of item (1) (see note) or item (2) in Article 14, Paragraph 1 of the Labor Standards Law: Until March 31, 2028 (no renewal, no probationary period), regardless of the date of employment,
2. Applicants who do not fall under the above: Until March 31, 2027, regardless of the date of employment. However, the contract may be renewed if approved after review by the Center for Innovative Research (with the possibility of renewal until March 31, 2028; no probationary period).

Note: "Persons who hold a doctoral degree (including degrees conferred in foreign countries), etc." as defined in "The standards established by the Minister of Health, Labor and Welfare" pursuant to the provisions of Article 14, paragraph 1, item (1) of the Labor Standards Act. Reference:
https://www.mhlw.go.jp/web/t_doc?dataId=73aa5468&dataType=0&pageNo=1

Job description

The successful candidate shall be responsible for the following duties as an international research coordinator, he/she shall be in charge of project management and practical work in accordance with the purpose of this project and the call for proposals, and shall also conduct his/her own research at the International Research Center for Japanese Studies (hereinafter "IRCJS").

1. Under the Director of the Center for Innovative Research, the following job responsibilities are assigned.
 - Collaboration with overseas DH institutions
 - Activities for international dissemination of DH by institutions inside and outside NIHU
 - Hold an international research meeting on DH (once in FY2026)
 - Research on DH

2. Under the General director of IRCJS, the following job responsibilities are assigned.
 - Planning and management of IRCJS's overseas research exchange programs
 - Research support for the Research Center's overseas research exchange programs
 - Mutual liaison and coordination between NIHU and IRCJS in relation to the jobs described in "1." and "2. "
 - Other internal operations of IRCJS

Qualifications for applicants

Project Professor

Applicants must meet one of the following qualifications as of July 1, 2024:

1. hold a doctoral degree including degrees equivalent thereto,
2. have research achievements recognized as equivalent to a doctoral degree,
3. have a career as a professor at an Inter-University Research Institution or a university,
4. have a career as an associate professor at an inter-university research institute or university and are recognized for their research and educational achievements,
5. have been enrolled in a research institute, etc., and been recognized as having made

- particular achievements in research,
6. have particularly outstanding knowledge and experience in his/her major field of study, as well as been recognized as having research and educational abilities.

Project Associate Professor

Applicants must meet one of the following qualifications as of July 1, 2024:

1. eligible to become project professor as described above,
2. have a career as an associate professor or lecturer at an inter-university research institute or university,
3. have a career as an assistant professor or equivalent at an inter-university research institute or university and are recognized as having research and educational abilities,
4. hold a master's degree, including degrees equivalent thereto, and are recognized as having research and educational abilities,
5. have research achievements recognized as equivalent to a doctoral degree,
6. have been enrolled in a research institute, etc., and been recognized as having made achievements in research,
7. have outstanding knowledge and experience in his/her major field of study, as well as been recognized as having research and educational abilities.

Conditions for appointment

The successful candidate will:

1. have conducted excellent research with an international perspective in Japanese studies based on the humanities or social sciences.
2. have the ability to perform duties in Japanese and other foreign languages. However, if Japanese is not the applicant's first language, Japanese language skills sufficient for smooth performance of work duties are required,
3. preferably, have the experience in publishing research results related to DH and presenting at relevant conferences.

Note: Individuals of all nationalities may apply. Non-Japanese applicants must either already have a residency status that is necessary to work at NIHU in Japan or expect to obtain such status before the starting date of employment.

Employment conditions

- The Discretionary Labor System for Professional Work will apply.
- Work days: Monday–Friday
- Basic work hours: 8:30–17:00
- Basic break time: 12:15–13:00
- Days off: Saturday and Sunday; legally designated national holidays; December 29–

January 3; other days designated by NIHU

- Annual paid leave: provided annually based on NIHU regulations
- Smoking on the premises is prohibited (Smoking area is located outside.)

Note: Other items related to employment conditions are as noted in the NIHU staff regulations regarding work hours and annual paid leave.

Salary and benefits

- The base annual salary is as below, with one-twelfth of the base annual salary to be paid out each month as base salary.
 1. Project Professor 9,996,000 yen-15,960,000 yen
 2. Project Associate Professor 8,400,000 yen
- Commuting allowance, housing allowance and other allowances, bonus and retirement allowance are not paid.
- Details including salary are set forth in Article 6 of the Fixed-Term Employee Regulations.
(<https://www.nihu.jp/sites/default/files/regulation/kh-13.pdf>)

Insurance, etc.

Enrollment in the Ministry of Education, Culture, Sports, Science and Technology Mutual Aid Association (short-term, long-term (pension)), employment insurance. Workers' compensation insurance applies.

Note: Premium contributions and insurance payments will be deducted from the monthly salary.

Application documents

1. Application

- Application cover letter (document 1)
- Resume (with photo attached) (document 2)
- Work history (format unspecified)
- Motivation for applying (document 3)
- List of research achievements (document 4)* (format unspecified)

Note: For documents 1 through 3, the stipulated forms must be used with the information presented on a single page for each form.

2. Principal research achievement (3 items within)

Note: The item submitted should be underlined in document 4 above, "list of research achievements"

Use of personal information

- Please understand that the *1. Application* cannot be returned.
- Application documents will not be used for purposes other than the selection process, and after the selection process is completed, NIHU will dispose of the documents in a responsible way. However, the personal information of the candidate selected will be retained for purposes of human resources management.

Application method

Please send all application to the following postal or e-mail address.

Note: Changes or supplements to applications will not be accepted after the application documents have been received.

Where to submit documents

Research Planning Division,

National Institutes for the Humanities Headquarters, Huli Kamiya-cho Building 2F

Toranomon 4-3-13 Minato-ku, Tokyo 105-0001 JAPAN

E-mail: koho☆nihu.jp (Please change ☆ to @.)

Contact person: KIMURA or MATSUMOTO (Tel: 03-6402-9234 or 03-6402-9343)

[For postal applications]

- Use double-sided printing for all application documents.
- For the application documents under *1. Application* above, please submit the original and three copies (A4 format).

The original forms should be fastened with a binder clip at the upper left side. The copies should be fastened with a staple at the upper left side.

- For the application documents under *2. Principle research achievement* above, please submit one original or one copy of each.

If not separately bound, should be fastened at the upper left with a binder clip.

- Please note in red on the envelope “Researcher, Center for Innovative Research (NIHU DH projects) application materials” and send it by a method allowing the sender to confirm receipt (kan’i kakitome, etc.).

Note: Wherever possible please submit copies of research achievements. Research achievement will not be returned.

[For e-mail applications]

- Save the application documents as PDF files organized by document number and send them as e-mail attachments. If the documents cannot be attached to an e-mail due to the file size, use an uploader service or similar means to send the files.
- Please write “[*Your Full Name*] Researcher, Center for Innovative Research (NIHU DH

projects) Application” in the subject field of the e-mail.

- After receipt of the application documents, we will send you an e-mail confirming receipt within three to four days (excluding Saturdays and Sundays). If you do not receive the e-mail confirmation, please be sure to check with the Research Planning Division.

Deadline for application:

Must arrive no later than 3:00 p.m. (JST), May 7 (Tue.), 2024

Selection method and notification of selection result:

- Selection method

First stage selection: Review of submitted documents

Second stage selection: Interviews (of those who have been passed the first stage selection)

Date and time: Late May to early June, 2024

Format: face-to-face or online (according to a method designated by NIHU, such as Zoom)

* Travel expenses to attend interviews and various other expenses associated with online communications will not be paid.

- Notification of selection result

First stage selection result: Notification to applicant around Mid to late May, 2024

Second stage selection result: Notification to applicant around Mid to late June, 2024

Other

- For information on the National Institutes for the Humanities, please refer to <https://www.nihu.jp> or <https://www.nihu.jp/en>.
- Individual queries about selection results cannot be accommodated.
- Should there be falsifications in the application documents, or should there have been conduct that is deemed unbecoming of a researcher at the Center for Innovative Research, the offer of employment may be withdrawn even after the decision to employ has been made.