

Fukushima Institute for Research, Education and Innovation (F-REI)

Application Guidelines for F-REI Research Administrators

<p>Description</p>	<p>F-REI aims to be a world-premiere "center of excellence of creative reconstruction" that will serve as a hope for realizing the future and dream of Fukushima district as well as the other part of Tohoku region. We also expect this institute to lead the Japan's scientific and technological innovation as well as strengthen the industrial capabilities, therefore to contribute to the growth of economy and the human well-being.</p> <p>To this end, F-REI places the highest priority on recruiting the outstanding R&D human resources and preparing the research infrastructures. There will be some core PIs (Principal Investigators) with research staffs, cooperating with graduate schools, if necessary, to develop the younger generation. We also plan to incorporate the function of industrialization of the research, such as supporting the start-up business and promoting joint research with companies. To secure human resources, we will gradually shift the outsourcing research to the in-house one to develop our own researchers (including cross-appointment) at F-REI.</p> <p>In order to underpin our research activities, we invite prospective candidates for F-REI's RAs (Research Administrators) to carry out planning the policies and strategies for R&D, industrialization, and human resource development. Deriving all the measures to strengthen the management and research capabilities, we provide continuous support for our researchers and improvement of the research environment and system of F-REI.</p>
<p>Position</p>	<p>Research Administrator</p>
<p>Number of Position</p>	<p>Approximately 5</p>
<p>Affiliation</p>	<p>Department of Research and Innovation</p>
<p>Location</p>	<p>F-REI Headquarters (Namie town, Futaba county, Fukushima Prefecture, Japan)</p>
<p>Specialty Areas</p>	<p>Depending on their own experience and aptitude, research administrators shall be assigned to work in one or more of the following areas: 1) Robotics and Drones, 2) Agriculture, Forestry and Fisheries, 3) Energy, 4) Radiation Science, Development of Medicines Using RI (Radioactive Isotopes), and 5) Knowledge Management on Nuclear Disasters.</p>
<p>Duties</p>	<p>Based on their own experience and aptitude, research administrators will be engaged in several tasks in the following items:</p> <ol style="list-style-type: none"> 1) Analysis of the research trends and F-REI's research capabilities 2) Coordination of the measures to strengthen/enhance F-REI's management and research capabilities 3) Planning and Negotiation for cooperative research and external research funds 4) Planning, coordination, and operation related to the management and evaluation of R & D 5) Planning and coordination related to the R&D environment 6) Planning and coordination of development of R&D organization structure 7) Planning and coordination of procurement related to R&D 8) Planning, coordination, and operation related to the dissemination of information and outreach of R&D and achievements

	9) Consultation for researchers, etc.
Qualifications	<p>[Requirements]</p> <p>Applicants should:</p> <ol style="list-style-type: none"> 1. Have a willingness to take full responsibility and dedication in carrying out the above duties 2. Have a degree equivalent to a master's degree (a letter of recommendation from the research supervisor is required before receiving the master's degree) 3. Have cooperative and communication skills necessary to work 4. Have basic knowledge of and interest in R&D 5. Have the ability to actively engage in practical work to resolve issues at F-REI, by utilizing the expertise acquired through on-site experience 6. Have a good command of spoken/ writing Japanese or English
	<p>[Preferred Requirement]</p> <p>Preferable for applicants to:</p> <ol style="list-style-type: none"> 1. Have a doctoral degree (or equivalent research experience) 2. Have experience in R&D-related work at a university, research institution, or company 3. Have experience as a RA at a university or research institution 4. Have working experience for a government ministry or research funding organization 5. Have a good command of spoken/ writing English
Starting Date	<p>April 1, 2024, or as soon as possible after then</p> <p>*Consultation is required if you wish to postpone the start date.</p>
Term of Appointment	<p>- Tenure position: Indefinite (after a probationary period of one year)</p> <p>- Tenure-track position: 5 years for those with a doctoral degree, and 3 years with a master's degree or equivalent. The contract period may be extended based on the F-REI tenure policy.</p>
Probationary Period	<p>- Tenure position: One year</p> <p>- Tenure-track position: Not applicable</p>
Working Hours and other conditions	<p>(1) Working Hours: 8:30 a.m. to 5:00 p.m. (Rest period: 12:15 to 1:00 p.m.)</p> <p>*When necessary, employees may be ordered to work other than the working hours.</p> <p>*Flexible working hours are available.</p> <p>*Remote work is available in accordance with the regulation of F-REI.</p> <p>(2) Holidays</p> <p>Saturdays, Sundays, National Holidays of Japan, and Year-end and New Year Holidays (from December 29 to January 3 in the following year)</p> <p>(3) Types of Leave</p>

	<p>Annual paid leave (granted according to the length of employment), sick leave, and special leave.</p> <p>(4) Housing</p> <p>Accommodations are available upon request. The rent has to be paid by employees. A part of the rent will be covered by F-REI.</p>
Salary and Allowances	<p>(1) Salary</p> <p>Annual salary system will be adapted.</p> <p>NOTE) The salary shall be determined by comprehensive consideration of the applicant's ability and experience, as well as the complexity, difficulty, and level of responsibility of the duties.</p> <p>(2) Allowances</p> <p>Other allowances will be paid in accordance with the rule of F-REI.</p>
Insurance	<p>Enrollment in Health Insurance, Employee's Pension Insurance, Employment Insurance, and Industrial Accident Compensation Insurance</p>
Selection Process	<p>After screening of documents, an interview will be conducted for qualified candidates.</p> <ul style="list-style-type: none"> - Document Screening: Mid-February 2024 (tentative) - Interview Screening: February 28 or 29, 2024 (tentative) <p>* Only qualified applicants after the document screening will be notified of an interview individually.</p> <p>* Interviews may be conducted more than once.</p> <p>* Online interviews are also available, but the final interview will be conducted in person.</p> <p>* Applicants must bear their own travel and accommodation expenses for the interviews. However, F-REI will cover those expenses for the final interview.</p> <p>* The selection result will be notified via email.</p>
Submission Package and Application Deadline	<p>< Application Deadline: 5:00 p.m. Thursday, February 15, 2024 (JST)></p> <p>Application documents must be written in Japanese (or English).</p> <ol style="list-style-type: none"> 1) CV (Use the designated form) 2) List of research achievements or R&D work experience. 3) Statement of your aspirations for work at F-REI (in approximately one A4-size sheet) 4) Overview of research projects in which you were actively involved (Up to three main projects. One Power Point sheet per project. Describe the duration of the project, your role, outputs, and effects in detail.) <p>Personal information provided in application documents will be used exclusively for the purpose of selecting applicants and personnel/labor management after employment and will not be disclosed to any third parties.</p>

	Submitted documents will not be returned to each applicant.
Contact Information	<p>Please include the above-listed documents in the prescribed order above. All documents must be combined into a single PDF file and then submitted electronically via email.</p> <p>Inquiries can be addressed to:</p> <p>F-REI_RAetc@f-rei.go.jp</p> <p>Phone: +81-240-41-9976</p> <p>SATO Kan (Mr.)</p> <p>First R&D Promotion Division, Department of Research and Innovation, F-REI</p>
Measures to Prevent Passive Smoking	No smoking on the premises
Other Conditions	<p>Other working conditions shall be determined by the F-REI employee rules and regulations.</p> <p>These working conditions are subject to change.</p>
Name of Recruiter	Fukushima Institute for Research, Education and Innovation