

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

Application Guidelines for F-REI Expert(Research Administrator)

<p>Description</p>	<p>The Fukushima Institute for Research, Education and Innovation (commonly known as F-REI) is a special corporation established on April 1, 2023 under the Act on Special Measures for the Reconstruction and Revitalization of Fukushima.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, the Institute prioritizes recruitment and infrastructure development for research and development activities led by Leader of the research and development unit. The Institute also plans to step up in stages its industrialization function, such as support for creation of businesses and joint research with companies, as well as its human resource development function for partner graduate schools and 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 Experts (Research Administrators) to carry out planning the policies and strategies for R&D & industrialization. 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>1.Position</p>	<p>Expert (Research Administrator)</p>
<p>2.Number of Position</p>	<p>About 5 persons</p>
<p>3.Affiliation</p>	<p>Management and Administration (concurrent position at Research and Development Support Office).</p>
<p>4.Location</p>	<p>F-REI Headquarters (Namie town, Futaba county, Fukushima Prefecture, Japan)</p>
<p>5.Specialty Areas</p>	<p>Support for research and development activities will be provided across five key research areas: Robotics (Mechanical Engineering, Electrical and Electronic Engineering etc.), Agriculture, Forestry, and Fisheries (Agricultural Science, Agricultural Machinery Science, and Bioscience etc.), Energy (Chemical Physics, Materials Science and Engineering etc.), Radiation Science, Medicine, and Drug Development, and Industrial Applications for Radiation (Radiation Science, Pharmaceutical Sciences etc..), Collection and Dissemination of Data and Knowledge on Nuclear Disasters (Environmental Science, Social Systems Engineering, and Sociology etc.)</p>
<p>6.Duties</p>	<p>Based on their experience and aptitude, research administrators will be engaged in several tasks in the following list:</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 organization and environment

	<p>6) Planning, coordination, and operation related to the dissemination of information and outreach of R&D and achievements</p> <p>7) Industry-academia collaboration (Responsible for promoting and coordinating collaboration with companies and other organizations; planning and managing the progress of industry-academia collaborative projects; supporting the social implementation of research outcomes.)</p> <p>8) Research integrity (Handles security export control; enforces and oversees compliance with rules essential for research activities; manages related contractual matters.)</p> <p>9) International collaboration (Plans and develops international exchange programs; coordinates joint research and partnerships with overseas universities and research institutions)</p>
7.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 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 <hr/> <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 as a URA at a university or RA(Research Administrator) at a research institution or company 3. Have working experience for a government ministry or research funding organization 4. Have experience in R&D related progress management in a university, research institution, or company (e.g. PD(Program Director) or PM(Project Manager) for large-scale R&D projects). 5. Have a good command of spoken/ writing English 6. Have knowledge and experience in any of F-REI's five areas of research and development.
8.Starting Date	<p>After April 1, 2026</p> <p>*The start date is negotiable.</p>
9.Term of Appointment	<p>- Tenure position: Indefinite</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 consideration of the RA's ability, performance and other circumstances.</p>
10.Probationary Period	Six months
11.Working Hours and other conditions	<p>(1) Working Hours: 8:30 a.m. to 5:15 p.m. (Rest period: 12:00 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>* In principle, work is performed at the headquarters. Telework work is possible if the tasks can be effectively performed remotely and approved by the supervisor.</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>
12.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. https://www.f-rei.go.jp/assets/contents/research_staff_salary_regulations_20250825.pdf (Japanese only)</p>
13.Insurance	Enrollment in Health Insurance, Employee's Pension Insurance, Employment Insurance, and Industrial Accident Compensation Insurance
14.Selection Process	<p>After screening of documents, an interview will be conducted for qualified candidates.</p> <p>- Document Screening: Mid- January 2026 (tentative)</p> <p>- Interview Screening: January 27 or 28, 2026 (tentative)</p> <p>* After screening of the documents, Applicants will be notified whether or not you have been selected for an interview.</p> <p>* In principle, an interview will be conducted in person.</p> <p>* F-REI will cover travel and accommodation expenses for the interview.</p> <p>* The selection result will be notified via email regardless of whether your application has been accepted or not.</p>

<p>15.Submission Package and Application Deadline</p>	<p><Application Deadline: 5:00 p.m. Friday, January 9, 2026 (JST)></p> <p>Application documents must be written in Japanese (or English).</p> <ol style="list-style-type: none"> 1) CV (Form 1) 2) List of Research and Development Achievements: A list of accomplishments in research and development activities, or achievements related to the duties described in “6. Job Description” (format optional).) 3) Statement of Aspirations for Work at the Organization: A written statement expressing your motivation and aspirations for working at this organization (Word format, approximately one A4 page, format optional)). 4) Overview of Research and Development Projects with Active Involvement: For up to three major projects listed in “2. List of Research and Development Achievements,” provide a one-slide summary for each in PowerPoint format. (Content of the slide: Purpose and objectives of the project, Implementation period, Applicant’s role and contributions, Project outcomes and achievements (outputs), Broader impacts on society or other sectors) 5) Optional Submission : Persons who can provide a reference about the applicant (Form 2) <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> <p>Submitted documents will not be returned to applicant.</p>
<p>16.Contact Information</p>	<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: +81-240-41-9967</p> <p>NAGANUMA (Mr.)</p> <p>R&D Planning Division, Department of Research and Innovation, F-REI</p>
<p>17.Measures to Prevent Passive Smoking</p>	<p>No smoking on the premises</p>
<p>18.Other Conditions</p>	<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>
<p>19.Name of Recruiter</p>	<p>Fukushima Institute for Research, Education and Innovation</p>