

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

Application Guidelines for F-REI Expert (Research Administrator)

Description	The Fukushima Institute for Research, Education and Innovation (commonly known as F-REI) is a new research institute established on April 1, 2023 under the Act on Special Measures for the Reconstruction and Revitalization of Fukushima. F-REI aims to become a world-leading “center of excellence for creative reconstruction,” which provides dreams and hopes for realizing the reconstruction of Fukushima as well as the entire Tohoku region. Further, F-REI will enhance the scientific capabilities, technological capabilities, and industrial competitiveness of Japan, therefore contributing to economic growth and improvement of people’s lives. To this end, F-REI plans to prioritize recruiting research and development (R&D) personnel—centered around a unit leader within each research unit—and developing research infrastructure. F-REI is also expanding its Industrialization function, such as by supporting startup businesses and conducting joint research with various companies. To initiate its Human Resource Development function, F-REI is also facilitating collaborative graduate programs for the younger generation. Previously, F-REI outsourced R&D personnel through commissioned research. However, at present, we are gradually shifting to direct employment and cross-appointment of R&D personnel. Within this context, we are seeking F-REI Experts (Research Administrators) to continuously collect and analyze information necessary for determining policies and strategies for research and development and industrialization. Research Administrators (RAs) will also plan and implement initiatives to maximize the overall R&D results by promoting interdisciplinary integration. RAs also provide ongoing R&D support by improving the research environment and the research system.
1.Position	Expert (Research Administrator)
2.Number of Position	Up to 10 persons
3.Affiliation	Research Management Office (concurrent position at Management and Administration).
4.Location	F-REI Headquarters (Namie Town, Futaba County, Fukushima Prefecture, Japan)
5.Areas of expertise	F-REI is focused on five key research areas: (1) Robotics (Mechanical Engineering, Electrical and Electronic Engineering); (2) Agriculture, Forestry, and Fisheries (Agricultural Science, Agricultural Machinery Science, and Bioscience); (3) Energy (Chemical Physics, Materials Science and Engineering); (4) Radiation Science, Medicine, and Drug Development, and Industrial Applications for Radiation (Radiation Science, Pharmaceutical Sciences); and (5) Collection and Dissemination of Data and Knowledge on Nuclear Disasters (Environmental Science, Social Systems Engineering, Sociology) Research Administrators (RAs) will promote research and development activities, establish collaborative frameworks, and integrate research areas across the abovementioned five key areas.
6.Duties	RAs will engage in several tasks, including but not limited to: <u>* After being appointed as an RA, you are not required to engage in all of the duties listed below. Instead, your assigned responsibilities will be adjusted based on your area of expertise, your experiences, and your individual aptitude.</u> 1) Analysis of research trends and F-REI’s research capabilities 2) Coordination of 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 R&D management and evaluation 5) Planning and coordination related to R&D organization and environment

	6) Planning, coordination, and operation related to the dissemination of information and outreach of R&D and research achievements 7) Industry–academia collaboration (promoting and coordinating F-REI’s collaboration with various companies and other organizations; planning and managing the progress of industry–academia collaborative projects; and supporting the social implementation of research outcomes) 8) Research integrity (handling security export control; enforcing and overseeing compliance with essential rules in research activities; managing related contractual matters) 9) International collaboration (planning and developing international exchange programs; coordinating joint research and partnerships with overseas universities and research institutes)
7.Qualifications	[Requirements] Applicants should: 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 [Preferred Requirement] It is preferable for applicants to: 1. Have a doctoral degree, or possess a proven track record of research and development achievements equivalent thereto 2. Have working experience as a URA at a university or an RA at a research institute or company 3. Have working experience for a government ministry or research funding organization 4. Have experience in R&D-related progress management for large-scale R&D projects at a university, research institute, or company (e.g., Program Director or Project Manager). 5. Have a good command of spoken/written English 6. Have knowledge and experience in any of F-REI’s five research areas.
8.Starting Date	After April 1, 2027 *The start date is negotiable.
9.Term of Appointment	- Tenure position: Indefinite

	- Tenure-track position: 5 years for those with a doctoral degree, and 3 years for those with a master's degree or equivalent. The contract period may be extended based on consideration of the RA's ability and performance, or other circumstances.
10.Probationary Period	Six months
11.Working Hours and other conditions	(1) Working Hours: 8:30 a.m. to 5:15 p.m. (Rest period: 12:00 to 1:00 p.m.) *When necessary, employees may be ordered to work other than the working hours. *Flextime System (flexible working hours) is also available. * In principle, work is performed at the headquarters. Telework (work from home) is possible if the tasks can be effectively performed remotely and if approved by the supervisor. (2) Holidays Saturdays, Sundays, National Holidays of Japan, and Year-end and New Year Holidays (from December 29 to January 3 in the following year) (3) Types of Leave Annual paid leave (granted according to the length of employment), sick leave, and special leave. (4) Housing Accommodation is available upon request. The rent must be paid by employees. Part of the rent will be covered by F-REI.
12.Salary and Allowances	(1) Salary Annual salary system will be adapted. • Annual Salary Structure The annual salary consists of a base salary (fixed pay) and performance-based pay. • Base Salary The base salary is determined by the President within the range of JPY 5,256,000 to JPY 34,128,000, taking into comprehensive consideration the employee's abilities and experience, as well as the complexity, difficulty, and level of responsibility of their duties. This amount is paid in equal monthly installments. However, if circumstances require an exception to this salary range, the President may determine the amount individually. • Performance-Based Pay The performance-based pay is calculated by multiplying the base salary by a payout rate equivalent to 3/12 or 4/12 of the annual amount (3 or 4 months' worth of pay, depending on the job grade). This is further adjusted by a performance coefficient determined by the President based on the employee's performance over the past year. • Standard performance: Coefficient of 1.00 • Above standard: Coefficient exceeding 1.00 • Below standard: Coefficient less than 1.00 (2) Allowances Other allowances will be paid in accordance with the salary regulations of F-REI. https://www.f-rei.go.jp/assets/contents/research_staff_salary_regulations_20260206.pdf (Japanese only)

13. Insurance	Enrollment in Health Insurance, Employee's Pension Insurance, Employment Insurance, and Industrial Accident Compensation Insurance
14. Selection Process	After document screening, an interview will be conducted for qualified candidates. - Document Screening: Late- December 2026 - Interview Screening: January 14 (Thu), January 15 (Fri), or January 21 (Thu), 2027 * After document screening, applicants will be notified whether or not they have been selected for an interview. * In principle, an interview will be conducted in person. In anticipation of passing the document screening, please keep the above dates available for scheduling purposes. * Travel and accommodation expenses for the interview will be covered by F-REI within the prescribed upper limits. * Applicants will be notified of the selection result via email regardless of whether or not they have been accepted.
15. Submission Package and Application Deadline	<Application Deadline: 5:00 p.m., December 15 (Tue), 2026 (JST)> Application documents must be written in Japanese or English. 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 F-REI (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) 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. Submitted documents will not be returned to applicants.
16. Contact Information	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. Inquiries can be addressed to: F-REI_RAetc@f-rei.go.jp Phone: +81-240-41-9967 R&D Planning Division, Department of Research and Innovation, F-REI

17.Measures to Prevent Passive Smoking	No smoking on the premises
18.Other Conditions	Other working conditions shall be determined by the F-REI employee rules and regulations. These working conditions are subject to change.
19.Name of Recruiter	Fukushima Institute for Research, Education and Innovation