

Recruitment Notice: International Communications Manager, Department of Public Relations, Financial and General Affairs Office, Hiroshima University

Embracing its founding principle of “*a single unified university, free and pursuing peace,*” Hiroshima University contributes to foster peace-pursuing, cultured individuals with an international mindset and a challenging spirit, and aspires to become a “University of World-wide Repute and Splendor for Years into the Future”.

Hiroshima University aspires to improve the university’s reputation both in Japan and abroad by enhancing international communication. To this end, Hiroshima University is recruiting an International Communications Manager to lead international public relations and communication at Hiroshima University.

1. Job title:

International Communications Manager (fixed-term staff)

2. Number of positions: 1

3. Primary working location:

Public Relations Group, Department of Public Relations, Financial and General Affairs Office (Higashi-Hiroshima Campus, 1-3-2 Kagamiyama, Higashi-Hiroshima, 739-8511 Japan)

4. Responsibilities:

The International Communications Manager will be an important member of the Public Relations Group. The Manager’s responsibilities will include:

- Developing strategic plans to advance the university’s international information dissemination and brand awareness
- Creating proactive public relations activities including needs-analyses and implementation of strategies
- Creating contents for the university’s official English website such as press releases and news stories to promote awareness of the university and its activities, particularly about research outcomes
- Managing and updating the university’s official English website and English SNS pages as well as to monitoring and responding to discussions concerning the university in external media

- Establishing and developing both internal and external networks (with universities, research institutions, media, etc.) for international public relations
- Creating publications in English such as web articles, HU's web magazine, etc.
- Engaging in other international communications activities

5. Qualifications:

- (1) Bachelor's degree or higher
- (2) Fluency in English and proficiency in Japanese. Native English-speaker or equivalent proficiency is required with basic communication skills in Japanese (particularly verbal). The Manager will be required to communicate easily and comfortably with colleagues that do not speak English.
- (3) Previous experience as a journalist, writer, or equivalent profession, or experience in public relations in the private sector or educational institutions is desirable.
- (4) Demonstrated willingness and enthusiasm to be proactively engaged in enhancing Hiroshima University's international information dissemination.

6. Tentative starting date:

The earliest date after January 1, 2020

7. Term: From the earliest date after January 1, 2020 to March 31, 2021

(The position will become permanent employment depending on the results of both an interview and written application for the permanent position, which takes place four months before the term ends, and demonstration of sufficient aptitude in professional performance. After that, the Manager will become a full-time staff member subject to the Hiroshima University Employment Regulations when the contract term ends. If not deemed sufficient for the permanent position, the term ends on March 31, 2021.

*The total maximum term of the fixed-term contracts at Hiroshima University is five years. If you have an employment history at Hiroshima University after April 1 2013, please contact us prior to application submission.

8. Working conditions:

- (1) Salary: Annual Salary: approximately 3.5 million - 7 million yen. The salary will be determined in accordance with Hiroshima University Regulations regarding

Appointment, Dismissal, Salary, Working Hours, Holidays, and Leaves for Fixed-term Clerical and Technical Staff with due consideration given to the content of the Manager's academic and career background.

- (2) Allowances: The following allowances (when applicable) will be paid in accordance with Hiroshima University Regulations regarding Appointment, Dismissal, Salary, Working Hours, Holidays, and Leaves for Fixed-term Clerical and Technical Staff:
- Biannual bonus
 - Dependent allowance
 - Commuting allowance
 - Housing allowance
 - Overtime work allowance
 - Work of non-working days allowance
- (3) Working Hours: Monday - Friday 8:30-17:15 (7 hours, 45 minutes with a one-hour break) (Overtime work may be occasionally required to fulfill certain activities.)
- (4) Non-working Days: Saturdays, Sundays, Japanese national holidays, New Year holidays (December 29 - January 3) (Work on Non-working Days mentioned above may be required.)
- (5) Social Insurance/Benefits: Health Insurance (*Monbukagakusho kyosai-kumiai*, MEXT Mutual Aid), Welfare Pension Insurance (*kosei-nenkin*), Employment Insurance, Compensation Insurance

9. Document submission:

- (1) Hiroshima University's Application Form with your photo (The attached Résumé)
 - (2) One copy of curriculum vitae (any format acceptable)
 - (3) A cover letter (maximum of 2 A4 pages) (any format acceptable)
- *Please prepare the documents (1) and (2) in English OR Japanese. Please attach a summary of the cover letter in Japanese (about 400 characters).

10. Send the documents by post to the following address:

Public Relations Group, Department of Public Relations, Financial and General Affairs Office, Hiroshima University
1-3-2 Kagamiyama, Higashi-Hiroshima, 739-8511 Japan

* Please write “国際広報専門職員応募書類在中 (International Communications Manager Application Enclosed)” in red on the envelope.

* Please submit your application by post. We do not accept drop-off submissions.

* Overseas applicants can send their applications by email.

Email: koho-gl@office.hiroshima-u.ac.jp

** Please write “国際広報専門職員応募” as the subject title of the email.

11. Recruiter

National University Corporation Hiroshima University

12. Application due date:

No later than 5:15pm Wednesday December 18, 2019

13. Our selection process includes the following:

(1) First stage: Application screening

Applications will be screened. Only short-listed applicants will be invited to in-depth interviews as the second stage of the selection process.

(2) Second stage: In-depth interview

* Short-listed applicants will be interviewed and asked to give a 15-minute presentation in Japanese and English about their work experience, reasons for applying, and their ideas regarding international communications for the university.

* Short-listed applicants will be given an assignment to write a sample article in English.

* The interview selection will take place at Hiroshima University Headquarters Building on the Higashi-Hiroshima Campus. Overseas applicants and long-distant applicants may attend an interview by Skype.

14. Miscellaneous

(1) Probationary period: 6 months (in accordance with Hiroshima University Employment Regulations for Fixed-term staff)

(2) Application documents will not be returned.

(3) Your personal information obtained from application documents is confidential and will not be used for purposes other than the followings:

- Necessary procedures related to the selection, and employment
- Statistical survey concerning employment, paycheck, and welfare

(4) Application documents of those who are not selected will be disposed in an appropriate manner.

(5) Those selected for the interview should note that any travel expenses will be the responsibility of the candidates.

If you have any questions, please contact

Public Relations Group, Department of Public Relations, Financial and General Affairs
Office, Hiroshima University

TEL 082-424-6013 FAX 082-424-6040

E-mail: koho-gl@office.hiroshima-u.ac.jp

Résumé

		As of _____, _____ (yyyy.mm.dd)	
			Sex
Name			
Date of Birth (yyyy/mm/dd) / /			
Previous Family Name		Date of Family Name Change	/ /
Proposal of a Previous Family Name, a popular name use			
I hope for a Previous Family Name, a popular name use based on the handling essential point of a Previous Family Name, a popular name use of Hiroshima University			
Address 〒 _____ - _____			
Telephone No. Home		Mobile	
E-mail Address			
Other than the above address (Homecoming etc) 〒 _____ Telephone No. _____ - _____			
Nationality		Status of Residence	Valid until / /

Attach a sharp print taken within six months before submitting the resume. You may use either a black-and-white or a color full-faced photograph showing your face, upper body and uncovered head. The size of photo shall be:
3.5 to 4.0 cm height
by
3.0 to 3.5 cm width

High School	yyyy	mm	Name of Institution(School, Faculty, Department, Program, Country)	Final Status	The attendance at school number of years until high school graduation in total

Vocational Technical School, Junior College, College of Technology, University, Graduate School	yyyy	mm	yyyy	mm	Name of Institution(School, Faculty, Department, Program, Country)	Final Status
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Academic Degree	yyyy	mm	Academic Title, Major Field	Issuing University	yyyy	mm	Academic Title, Major Field	Issuing University
			~					
			~					

License, Examination, Qualification etc.	yyyy	mm	dd	Title	Registration number

Name _____

Work Experience(Employment History etc.)					Organization etc	Job Title	Job/Research Description	Employment Status	
yyyy	mm	~	yyyy (incl. expected retirement date)	mm					
		~						Full-time	
		~						Part-time	(hour/Week)
		~						Full-time	
		~						Part-time	(hour/Week)
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		~						Full-time	
		~						Part-time	(hour/Week)
		~						Full-time	
		~						Part-time	(hour/Week)

Remarks	

The above statements in the résumé are true and correct.

Signature _____

履 歴 書

平成 年 月 日 現在

欧文氏名						性 別
ふりがな						
氏 名						
生年月日	昭和	年	月	日		
旧姓・通称		旧姓・通称 (ふりがな)		旧姓・通称 (欧文)	戸籍上の変更年月日	平成 年 月 日 改姓
(旧姓使用の申出)						
<input type="checkbox"/> 広島大学職員の旧姓使用取扱要項に基づく旧姓使用を希望します。						
住 所	〒 <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>					
電 話 番 号	(自 宅) - -			(携 帯) - -		
メールアドレス						
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国 籍		在 留 資 格		在 留 期 限	平成	年 月 日

写真貼付
提出日前6月以内に撮影した鮮明な写真(白黒又はカラー、上半身、正面向、脱帽)
タテ 3.5 ~ 4.0
ヨコ 3.0 ~ 3.5

高 等 学 校	年 月		学校等名称(学校、学科)	修了区分	高等学校卒業までの通算就学年数 年
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専 門 学 校 等 短 大 高等専門学校 大 学 院	年 月		年 月		学校等名称(研究科、専攻等)	修了区分
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学 位	取得 年 月 日			学位・専攻分野	取得学校名	取得 年 月 日			学位・専攻分野	取得学校名
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免 試 資 格 等	取得 年 月 日			名 称	登録番号	
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氏名 _____

その他の期間(職歴等)				勤務先等名	職名	職務・研究従事内容	勤務態様	
年	月	～	年 月 (退職見込を含む)				常勤	非常勤 (時間/週)
		～					常勤	
		～					非常勤 (時間/週)	
		～					常勤	
		～					非常勤 (時間/週)	
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		～					非常勤 (時間/週)	
		～					常勤	
		～					非常勤 (時間/週)	

特記事項	

本履歴書記載内容に相違ありません。

署名 _____