

Guidelines for Hiroshima University Public Recruitment of Special Postdoctoral Researchers for the 2017 (2nd term) Academic Year

1. Purpose

This public recruitment is being carried out to hire graduates of the doctoral program (excluding the Master's program) who have received their doctorate degrees at Hiroshima University as Special Postdoctoral Researchers, aiming to support their career launch as future leaders in variety of opportunities in society including educational research organizations as well as the private industry.

2. Job Description

Successful applicants shall be assigned to the Global Career Design Center (“the Center”) and take the Center’s “Practical Program”, aiming to acquire basic practical skills as well as a broad range of research development skills. They are also expected to proactively participate in the other activities designed for their career development and network building, while experiencing internships or collaborative research at companies or other institutions, to pursue their career development diversified beyond academia. They can conduct their research under the supervisor. Their performance in these various activities will be managed uniformly under the Young Researchers’ Portfolio system (HIRAKU-PF), based on which career guidance and advice will be provided accordingly, while starting a job search after this subject employment

3. Eligibility

Eligible applicants need to fulfill the following two conditions.

- (1) Researchers who have graduated from Hiroshima University’s doctoral program (excluding the Master’s program) and received their doctoral degrees or are expected to receive their doctoral degrees on or before September 30, 2017,* and who are aged 39 years or under as of October 1, 2017.

*Offers of employment will be withdrawn in case the applicant is no longer expected to receive their doctoral degrees on or before September 30, 2017.

- (2) Those who have never been employed as Hiroshima University Special Postdoctoral Researchers or as researchers under the Innovative Human Resources Development System at the Young Researchers Training Center (Postdoctoral Category).

4. Number of Positions Available

Approximately 8 (subject to change in accordance with the application state). Please note that a small number of positions will be secured for female researchers.

5. Period of Employment

October 1, 2017— September 30, 2018 (no extensions of period planned)

Successful applicants will be employed as full-time contract employees assigned to the Global Career Design Center (Position Title: “Special Postdoctoral Researcher”).

6. Wages

(1) Salary

Base Salary: 200,000 yen per month (No allowances in principle)

(As prescribed under Article 163 Item 2 of the Hiroshima University Regulation “教育研究系契約職員の任免・給与及び労働時間・休日・休暇に関する規則(KYOUIKUKENKYUKEI KEIYAKUSHOKUIN NO NINMEN・KYUYO OYOBI ROUDOUJIKAN・KYUJITSU・KYUKA NI KANSURU KISOKU)”)

Mutual aid association insurance, employment insurance, and workers' accident compensation insurance shall be applicable.

(2) Working Hours

As prescribed under the Hiroshima University Regulation “教育研究系契約職員の任免・給与及び労働時間・休日・休暇に関する規則(KYOUIKUKENKYUKEI KEIYAKUSHOKUIN NO NINMEN・KYUYO OYOBI ROUDOUJIKAN・KYUJITSU・KYUKA NI KANSURU KISOKU)”) (As being full-time employees, Special Postdoctoral Researchers may not be allowed to hold other posts at the university)

(3) Service Discipline

As prescribed under the Hiroshima University Regulations “契約職員就業規則(KEIYAKUSHOKUIN SHUGYOKISOKU)” and “教育研究系契約職員の任免・給与及び労働時間・休日・休暇に関する規則(KYOUIKUKENKYUKEI KEIYAKUSHOKUIN NO NINMEN・KYUYO OYOBI ROUDOUJIKAN・KYUJITSU・KYUKA NI KANSURU KISOKU)”.

In case Special Postdoctoral Researchers are or are to be employed in different positions, such as part-time instructors at other universities, etc., they shall be required to notify the Hiroshima University in prior to such assignment of additional duties.

7. Application Documents

- (1) Curriculum Vitae (*Note 1, 2, 3)
- (2) Research Achievement Report
- (3) Application Form
 1. Your Career Planning
 2. Status of Research to Date
 3. Objectives and Annual Plan as Special Postdoctoral Researcher
 4. Notable Extramural Activities including International Experience, Activities at Academic Societies, etc.
- (4) Letter of Recommendation
- (5) Letter of Consent (with official seal impression)

Note 1: If you are enrolled at Hiroshima University, please update your profile in the Young Researchers' Portfolio system (or HIRAKU-PF) and submit the CV downloaded from the ePortfolio menu. (You can edit the contents of the downloaded report) Please refer to the Appendix for more details about HIRAKU-PF.

Note 2: International applicants dispatched by foreign governments are required to submit the Application Form attached with the relevant documents, which explain all the terms and conditions set by such governments.

Note 3: International applicants are required to submit copies of (i) the passport and (ii) both sides of the Residency Card.

*Personal Information contained in the Application Documents

Personal information will not be used for any purposes other than screening and personnel procedures after recruitment. Please note that the submitted Application Documents will not be returned.

8. Application Method and Deadline

The completed Application Documents must be submitted to the Global Career Design Center Young Researchers' Training Division by **15:00 pm on Wednesday, May 31, 2017.**

9. Screening Procedure

- (1) First-round screening (based on the Application Documents)
- (2) Second-round screening (based on oral presentations) (Applicants will make presentations regarding their research to date, research plan after the employment, career plans as well as their interest in internship at companies, etc.; a Q&A session to follow both in Japanese and English.)

10. Notification of Screening Results

Applicants will be notified via e-mail by Friday, August 25, 2017.

11. Research Reports

Special Postdoctoral Researchers will be required to submit to the office indicated below, the achievement reports as to their research conducted and any other programs engaged during their employment period, immediately after the termination of employment.

12. Contact Details for Application Submission and Inquiries

Global Career Design Center (Young Researchers' Training Division)
TEL: 082-424-4563 (Extension: Higashi-Hiroshima 4563)
E-mail: wakateyousei@office.hiroshima-u.ac.jp