

## Guidelines for Hiroshima University Public Recruitment of Special Postdoctoral Researchers 2018 (2<sup>nd</sup> 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 career launch as well as to promote research of those 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. 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 by the faculty at Global Career Design Center through periodical meetings, while starting a job search after this subject employment

### 3. Eligibility

Eligible applicants need to fulfill the following three 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, 2018,(\*1) and who are aged 39 years or under as of October 1, 2018.
- (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).
- (3) Those who do not have full time job at the time of the employment. (\*2) Those foreign nationals who have no obligation to get employed or get back to the previous position upon return to their home countries.

(\*1) Offers of employment will be withdrawn in case the applicant is no longer expected to receive their doctoral degrees on or before September 30, 2018.

(\*2) Full time job here includes faculty/researcher position on fixed-term contracts.

### 4. Number of Positions Available

Approximately 9 (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, 2018—September 30, 2019 (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 1 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 OYOBIR OUDOUJIKAN・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 OYOBIR OUDOUJIKAN・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 OYOBIR OUDOUJIKAN・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 on the prescribed template (\*Note 1, 2)

(2) Research Achievement Report

No templates to be distributed. You should submit the report downloaded from HIRAKU-PF. Please refer to the appendix to learn how to create a new account and how to use the required functions.

(3) Application Form on the prescribed template

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 on the prescribed template

(5) Letter of Consent (with official seal impression) on the prescribed template

documents submitted in black-and-white and at the 200dpi resolution, to be distributed to the SPR screening committee members. Please make sure that your application documents can be properly copied in readable quality under the above printing conditions, especially when you have charts or figures in colors or with small letters in the above application form (3).

Note 1: 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 2: International applicants are required to submit clear copies of both sides of the Residency Card. Please make sure that they are clear enough to read what's described.

#### \*Personal Information contained in the Application Documents

Global Career Design Center shall take all reasonable precautions to have appropriate management of personal information, based on the rules and regulations of Hiroshima University “個人情報 の 取 扱 い に 関 す る 規 則 (KOJINJYOHO NO TORIATSUKAI NI KANSURU KISOKU)”. 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 by **15:00 pm on Thursday, May 31, 2018**

#### 9. Screening Procedure

- (1) First-round screening (based on the Application Documents) (\*1)
- (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.) (\*2)

(\*1) We may conduct additional screening process depending on the first screening results

(\*2) Interview schedule for the secondary screening will be set and informed by the Global Career Design Center. It will not be rescheduled due to applicants' personal reasons (sickness, job interviews, travel, etc.)

#### 10. Notification of Screening Results

Screening results will be publicized in front of the Global Career Design Center or on the official website of ours, while successful applicants will be notified via e-mail by Friday, August 24, 2018.

#### 11. Final Reports

Special Postdoctoral Researchers will be required to submit to the office indicated below, the final reports or the achievement reports as to their research conducted, any other

programs engaged during their employment period as well as their research progress, immediately after the termination of employment.

## 12. Contact Details for Application Submission and Inquiries

7-1, Kagamiyama 1-chome, Higashi-Hiroshima, 739-8514

Global Career Design Center (Young Researchers' Training Division) ,Hiroshima University

TEL: 082-424-4563 (Extension: Higashi-Hiroshima 4563)

E-mail: [wakateyousei@office.hiroshima-u.ac.jp](mailto:wakateyousei@office.hiroshima-u.ac.jp)

Website: [https://www.hiroshima-u.ac.jp/gcdc\\_yr](https://www.hiroshima-u.ac.jp/gcdc_yr)

QR code (Website)





# Young Researchers' Portfolio (HIRAKU-PF)

## User Guide for HIRAKU Special Postdoctoral Researchers Applicants

### ◆ What's HIRAKU-PF?

**HIRAKU-PF** aims to support young researchers including doctorate and postdoctoral researchers, who will be leading the future innovation, through multiple functions such as skill development/indexing, search engine of researchers or research seeds, etc. You can receive variety of information useful for your career/skill development such as internship opportunities, open positions, training programs, etc., issued by HIRAKU member organizations including universities, companies/institutes and public organs. It also helps you building network beyond your organizations or research areas and promote active and effective mobility of human resources and technologies.

In regards to the Research Achievement Report to submit as a part of the application documents, we would request you to update your research activities and achievement in ePortfolio function in HIRAKU-PF, get them downloaded to Excel and print it out for submission.

### ◆ How to create your Log-in ID

If it is the first time to log in HIRAKU-PF, please register your account (ID) following the below procedure either (1) or (2).

(1) Register your account by yourself:

1. Access HIRAKU HP URL (<http://home.hiroshima-u.ac.jp/hiraku>)
2. Click the "HIRAKU-PF" icon to appear on the right.
3. Click "[\(Create a new account from here.\)](#)", enter your Hiroshima University e-mail address (that contains the *hiroshima-u.ac.jp* domain), click Save.
4. Find an auto-notice e-mail sent to the address registered at above step #3 and click the URL described there. (If it's not automatically transfer you to the site, please copy and paste the URL into your browser.)
5. Enter your basic profile information into the "Account Registration" page.
6. Tick the "「利用規約に同意する」(Agree to the Terms of Service)" and click Save.

(2) Request Global Career Design Center to register your account on your behalf

1. Please send an e-mail to Global Career Design Center as follows:
  - E-mail Address: [wakateyousei@office.hiroshima-u.ac.jp](mailto:wakateyousei@office.hiroshima-u.ac.jp)
  - Subject Title: Request for HIRAKU-PF Log-in ID Registration
  - Contents: Student ID#, Full Name (In order of Family Name, Middle Name, and Given Name), your e-mail address.
2. Global Career Design Center will create your HIRAKU-PF account based on your profile information registered to Momiji within two days after the receipt of the request mail #1. You will be notified of the Log-in ID and tentative password via e-mail.

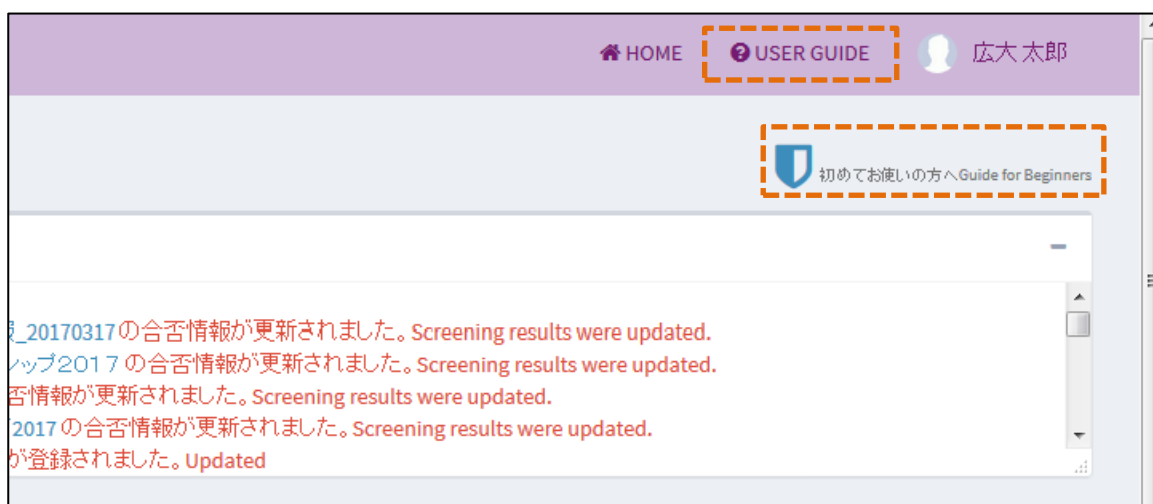
### ◆ Log in to the System

- ① Click below URL to log in HIRAKU-PF  
<https://hiraku.hiroshima-u.ac.jp>

- ② Enter your log-in ID and click “Sign in” button.

- ③ Enter the password and click “Sign in”.

[NOTE] You can download the operating manual by clicking the “USER GUIDE” icon at the top-right. You can also download more detailed user manual by clicking “Guide for Beginners” below.



◆ **Change your Password <<IMPORTANT>>**

In case your account has been created by Global Career Design Center, please first change your password by clicking “Admin → Password” under the function menu you can find at the left after HIRAKU-PF log-in.

◆ **Update your Research Activities in your ePortfolio**

Click “ePortfolio → Edit” from the function menu at left. Following the User Guides, click “Research Activities” tab and register your record of Published Papers, Lecture/Oral Presentation, Publications/Books, Patents, Awards, Works, External Funds, etc.

<Reference>

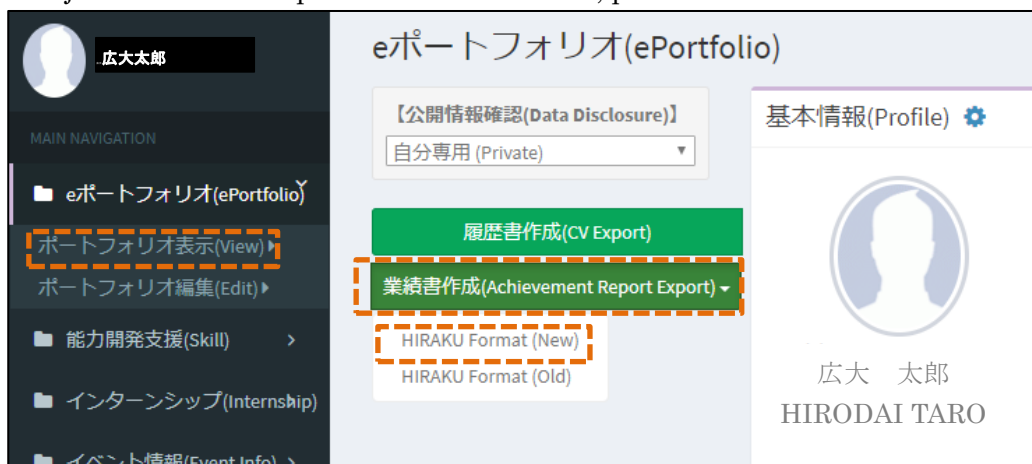
“Guide for Beginners” P42~43 1.ePortfolio ③ Update your basic profile and your research achievement. & ④ Upload your research activities in bulk.



As you can see the procedure at 1-④ on the user Guide for Beginners, you can upload your research activities in bulk.

#### ◆ Download your Research Activities Report

Click “ePortfolio → View” from the function menu at left. Click “CV Export” icon in green and select “HIRAKU Format (New)” to download the report into Excel. Please make appropriate adjustment of the report format or contents, print and submit it to Global Career Center.



#### ◆ Other Remarks

Click your account name at the upper right corner, where you can find the “Sign out” button.



#### ◆ Inquiry/Contacts

If you have any questions or queries about HIRAKU-PF, please contact HIRAKU Operating Council Office (hiraku@hiroshima-u.ac.jp) .