

Institute for Future Initiatives (IFI), The University of Tokyo
Recruitment Information
Project Researcher (Fixed-Term, Part-time Project Staff)

1. Affiliation: Technology Governance Policy Research Unit, Institute for Future Initiatives (IFI), The University of Tokyo
2. Title (hiring): Project Researcher (1 or a few persons)
3. Type of employment: Part time
4. Place of work: The University of Tokyo
Hongo Campus, 7-3-1 Hongo, Bunkyo-ku, Tokyo
* This may be subject to change based on necessity, etc. in IFI.
5. Term of Employment: From June 16, 2024 (or at the earliest after) to March 31, 2025.
6. Renewal of Contract: It may be renewed on an annual basis depending on the status of the budget, progress of work, evaluation of work performance, etc. Maximum of 3 years. (until March 31, 2027)
7. Probation Period: 14 days from the date of employment.
8. Work Duties: The project research or project assistant professor will be engaged in investigation and data analyses in the area of Science, Technology, and Innovation Policy at the Technology Governance Policy Research Unit.
* This may be subject to order to another section or another duty (limited to within IFI) based on necessity, etc.
9. Working Hours: 2-3 days per week,
7 hours 45 minutes per day (9:00-17:45, with rest time: 12:00-12:45)
10. Days off: Saturdays, Sundays, National Holidays, and the year-end to New Year holidays (December 29 to January 3).
11. Leave: Annual Paid Leave and Special Leave, etc.
12. Wages: Hourly wage between 2,000 – 3,500 JPY, depending on experiences and skills. Commuting Allowance: Depends on home address (up to JPY 55,000 per month).
13. Insurance: You will be enrolled in the health insurance, welfare pension insurance, and unemployment insurance in accordance with the applicable laws and ordinances.
14. Selection criteria: Candidates must have:
 - (a) received or will receive a PhD degree before the date of employment in a related field (e.g., information/computer science, engineering, mathematics, economics, management, public policy), and
 - (b) Experienced statistical analyses with applications such as Stata and SAS, and/or programming with Python, R, etc.Desirable requirements include:
 - (c) Experiences of using bibliometric databases (e.g., publications,

patents) and

(d) Communication skills in English.

15. Submission Documents:

(a) Full CV

(b) The list of academic publications

(c) The summary of academic works (2pages in A4 sheet)

(d) 1 reference that can provide information about your research and professional experience and achievements (his/her name, affiliation, and email address).

16. Submission:

Send the application documents to the following contact by email.

E-mail: ifi_tg[at mark]ifi.u-tokyo.ac.jp (Replace “[at mark]” with “@”)

17. Deadline:

April 26, 2024

The short-listed candidates will be interviewed. The application may be closed earlier in case an appropriate candidate is found.

18. Contact:

Sotaro Shibayama, Institute for Future Initiatives (IFI), The University of Tokyo.

E-mail: shibayama[at mark]ifi.u-tokyo.ac.jp (Replace “[at mark]” with “@”)

19. Name of Recruiter:

The University of Tokyo

20. Smoking policy:

No smoking in the building, smoking area is located outside.

21. Other:

-Please note that we are unable to respond to any reason for the outcome of the selection process. The application documents will be used only for the purpose of this application, and personal information will not be disclosed, transferred or lent without a valid reason. Please note that the application documents will not be returned.

-The University of Tokyo promotes gender equality and actively encourages women to apply for the position.

-If you are personally in contract with foreign governmental bodies, corporations or universities, or you are in receipt of a large benefit (financial or any other form) from foreign governmental bodies during the period of your employment, the provisions of the Foreign Exchange and Foreign Trade Act (FEFTA) may prohibit or restrict the sharing of technology that are designated as controlled technology possibly making it difficult for you to fulfill your duties as an academic or administrative staff of the university as a result. Therefore, in such cases it is necessary to keep such contracts/benefits within the scope where it does not hinder the sharing of technologies necessary for your duties by the university.