

## **Institute for Future Initiatives (IFI), The University of Tokyo**

### **Recruitment Information for Technical Assistant (Part-time Staff)**

1. Title and Hiring Number: Technical Assistant (One)
2. Term of Employment: From April 16, 2021 to June 30, 2021.
3. Renewal of Contract: None
4. Probation Period: 14 days from the date of employment
5. Place of work: Institute for Future Initiatives (IFI), The University of Tokyo  
Hongo Campus, 7-3-1 Hongo, Bunkyo-ku, Tokyo
6. Work Duties:
  - Assistance of data analysis on flood risk assessment
  - Assistance of reviewing and summarizing scientific papers
7. Working Hours: 5 days per week (Monday to Friday)  
7 hours per day (9:00-16:45 Rest time: 12:00 to 12:45)  
\*You may be required to work overtime beyond the prescribed working hours.
8. Days off: Saturdays, Sundays, Holidays and the year-end and New Year holidays (December 29 to January 3)
9. Leave: Annual Paid Leave, Special Leave, etc.
10. Wages: Hourly wage will be around JPY 1,300 to JPY 1,500.  
\*The actual amount will be decided taking your qualifications, capacity, experience etc. into account.  
Commuting Allowance (basically up to JPY 55,000) and Overtime Allowance.
11. Insurance: You will be enrolled in Health Insurance, Welfare Pension Insurance, and Unemployment Insurance in accordance with the applicable laws and ordinances.
12. Qualification Requirements:
  - (a) Doctoral degree in civil engineering.
  - (b) Practical experience and actual academic publications in data analysis on flood risk assessment
13. Documents to be Submitted:
  - (a) The University of Tokyo Standard Resume. Downloaded at: <http://www.u-tokyo.ac.jp/en/about/jobs.html>
  - (b) List of publications (free format)
14. Submission Method: Upload the electronic file of above documents using the link below.  
<https://davw03.ecc.u-tokyo.ac.jp/public/PQxEAA3Ja8AAeLsB2154WUp79UKZnOuA2U2-bCRVWhcp>

15. Application Deadline: Friday 2 April 2021  
Recruitment will be closed when a suitable candidate is found. In the case that no suitable candidate is found, the recruitment process may be cancelled.
16. Name of Recruiter: The University of Tokyo
17. Contact: Institute for Future Initiatives (IFI), The University of Tokyo 7-3-1 Hongo, Bunkyo-ku, Tokyo, 113-0033, Japan  
E-mail: kawasaki[at mark]ifi.u-tokyo.ac.jp  
(Please replace “[at mark]” with “@”)
18. 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.