

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

Recruitment Information for Project Researcher (Fixed-Term, Part-time)

1. Title and Hiring Number: Project Researcher (One)
2. Term of Employment: 16 September 2021 to 31 March 2022
3. Renewal of Contract: No renewal
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: Research works and project management in the field of security studies
(<https://ifi.u-tokyo.ac.jp/en/research/security/>).
7. Working Hours: 3 days per week,
7 hours per day (10:00 to 17:45 *Rest time: 12:00-12:45)
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 JPY 2,350
*The actual amount will be decided taking your qualifications, capacity, experience etc. into account.
Commuting Allowance (basically up to JPY 55,000).
11. Insurance: You will be enrolled in Health Insurance, Welfare Pension Insurance, and Unemployment Insurance in accordance with the applicable laws and ordinances.
12. Selection criteria: Applicants are required to have
 - 1) PhD in a relevant field of security studies
 - 2) Research experience and ability to conduct research in the field of security studies
13. Submission Documents: (a) The University of Tokyo Standard Resume. Downloaded at:
<http://www.u-tokyo.ac.jp/en/about/jobs.html>
(b) Full CV with academic publications (up to three main papers as attachment)
(c) Cover Letter explaining the reasons for applying and the experience related to the specific post (up to 2 pages)
(d) Names of two referees that can provide information about your research and professional experience and achievements
14. Submission Method: Please submit all your application documents in a zip file to the following email address with the subject line "Application for Project Researcher".
E-mail: [ssu\[at mark\]ifi.u-tokyo.ac.jp](mailto:ssu@mark.ifi.u-tokyo.ac.jp)
(Please replace "[at mark]" with "@")

The attachment should be accompanied by a password, and the password should be sent separately.

(Please email. Do not submit them by mail.)

*Please contact us if you do not receive an acknowledgement of receipt e-mail from the University a few days after you have submitted your application documents.

15. Deadline:

Thursday 15 July 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. Selection Process:

Selection will be made by the selection committee.

Shortlisted candidates will be interviewed through Zoom or teleconference. The selection result will be individually notified.

17. Name of Recruiter:

The University of Tokyo

18. Contact:

SSU, Institute for Future Initiatives (IFI), The University of Tokyo
7-3-1 Hongo, Bunkyo-ku, Tokyo, 113-0033, Japan

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

19. 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.