

**Announcement of the position of Public Relations Officer
Institute of Transformative Bio-Molecules (WPI-ITbM) Nagoya University**

The Nagoya University Institute of Transformative Bio-Molecules (WPI-ITbM) stands at the forefront of innovative research by seamlessly blending synthetic chemistry, plant and animal biology, and theoretical science. The Research Promotion Division (RPD) plays a crucial role in nurturing every aspect of transformative research in the institute, from generating groundbreaking ideas through collaboration between researchers and administrative staff to driving their social implementation. We invite passionate applicants who are eager to engage in the dynamic and collaborative environment at ITbM, where laboratory work and administrative tasks intersect, and who share our vision for impactful research. Join us in shaping the future of transformative bio-molecules.

1. Name of recruiting organization
National University Corporation Tokai National Higher Education and Research System (THERS)
2. Position
Fixed-term Public Relations Officer (Full-time employment)
(Employed as a Designated Lecturer, Designated Assistant Professor or Researcher to be determined based on career experience, age, etc.)
3. Number of Position
1
4. Working Location
(Immediately after being hired)
Institute of Transformative Bio-Molecules, Nagoya University Higashiyama Campus
Address: Furo-cho, Chikusa, Nagoya 464-8601 Japan
(Scope of change)
Work location designated by Tokai National Higher Education and Research System
5. Job Description
(Immediately after being hired)
We are seeking a motivated individual to support research activities by effectively disseminating ITbM's groundbreaking research. Your responsibilities will include:
 - (1) Promoting ITbM's research results domestically and internationally through strategic channels, such as press conferences, press releases, social networking service, and the publicity materials.
 - (2) Planning and organizing symposia, seminars, and events.
 - (3) Contributing to various institute tasks, including the preparation of reports on research outcomes and other documentation.(Scope of change)

Operations designated by Tokai National Higher Education and Research System

6. Application requirements

- Applicants are required to hold a master's degree or higher.
- Strong communication skills in both English and Japanese are essential for conveying complex research results.
- In addition, we are looking for candidates who can proactively engage in diverse activities that connect various research fields and job categories.

While not mandatory, the following qualifications will enhance your application:

- Experience in international public relations or conducting activities within this field.
- Experience studying or working abroad in a research environment.
- Relevant experience in a biological or chemical research laboratory or associated organizations.
- A minimum TOEIC score of 800 or a TOEFL score of 570, which must be noted in the document.

7. Employment period

- Contract period*: April 1, 2025 – March 31, 2028 (or 3 years from the earliest starting date after April 1, 2025)

*First 6 months from the date of employment will be trial period.

The contract may be renewed based on work amount, performance, attitude, ability, business status of the corporation, progress of the work, continuation of the project, budget situation, etc. at the time of the end of the contract. However, the total contract period is limited to 10 years.

- Employment shall be terminated by March 31 of the year you reach the age of 65.

8. Working conditions

- 1) Deemed work hours per day: 7 hours and 45 minutes (Discretionary work system for professional work)
- 2) Salary : Your annual salary will be determined according to the University's guidelines, reflecting your experience.
https://education.joureikun.jp/thers_ac/act/frame/frame110000191.htm
- 3) Insurance : MEXT mutual aid association (short-term premium (Health Insurance) and long-term premium (Pension,) Workers' compensation insurance and Employment insurance.
- 4) Holidays: Saturdays, Sundays, national holidays, and summer and the year-end holidays
- 5) Paid Leave: You are entitled to annual leave, sick leave, and special leave in accordance with the University's regulations.
- 6) Passive smoking prevention measures: Smoking is basically prohibited on campus.

Details of the working conditions are determined by the "Tokai National Higher Education and Research System Employee Work Rules".

https://education.joureikun.jp/thers_ac/act/frame/frame110010928.htm

9. Required Documents

- 1) Curriculum vitae with photograph (free format and write your e-mail address)
- 2) Career History (free format, one or two pages)
- 3) Educational or Research Achievements (free format)

- 4) Aspiration for the work (free format, one or two pages)
- 5) Affiliation, name and contact information for two references; enabled to be asked opinions about the applicant.
- 6) Applicable Specific Category Determination Form (Please refer to “13. Others” below)

10. Deadline

Friday, January 31, 2025, at noon, the application will be terminated as soon as our decision is made.

11. Contact

Ayato Sato
Head, Research Promotion Division, ITbM, Nagoya University
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12. Submission Address

Shuya Kojin
Administrative Office, ITbM, Nagoya University
Furo-cho, Chikusa, Nagoya 464-8601 Japan
TEL : +81-52-747-6842
*JREC-IN Portal Web application is also available.

13. Others

- Transportation expenses for interviews are to be borne by the applicant.
- Please note that all the submitted documents will not be returned.
- The submitted documents will not be used for any purpose other than this selection process.
- JREC-IN Portal Web application is available.
- In November 2021, with the clarification of the scope of control of “deemed exports” under the Foreign Exchange and Foreign Trade Act (“FEFTA”), a portion of the provision of confidential information must comply with FEFTA. Technology provided by universities and research institutions to faculty and staff is subject to FEFTA control. As a result of this change, faculty applications will also be subject to FEFTA controls. When applying for this call for application, you will be required to submit an Applicable Specific Category Determination Form in accordance with the Applicable Specific Category Determination Flowchart. Please download the form from the link below and submit it. In addition, faculty members are required to submit a “Confirmation Form” at the time of employment.

<https://nuss.nagoya-u.ac.jp/s/DoxgYxKoqxsM8yK>

The contents herein are originally created in Japanese. If any discrepancies do exist, the original Japanese version shall prevail.