

Faculty Position in Office of Management and Planning, Osaka University

Outline	<p>The purpose of the Office of Management and Planning, Osaka University is to support the management of the President and Executive Vice Presidents for promotion of education and research as well as its contributions to society by collection and analyses of information necessary for decision-making of the university's policies and strategies, and by constructive proposals for new policy measures.</p> <p>At the Management Planning Section in the Office of Management and Planning, we are mainly performing survey, analysis, and proposal for university management and development of strategies of research and education, and various other tasks relating to university management. We are now recruiting a Specially Appointed Assistant Professor (full time) who is engaged in development of university management operations.</p>
1. Position	Specially Appointed Assistant Professor (Full time)
2. Number of Positions	One
3. Affiliation	Management Planning Section, Office of Management and Planning
4. Work Location	Room 401, Co-Creative Innovation Building, Osaka University 1-1 Yamadaoka, Suita, Osaka
5. Specialized Field	Not specified
6. Responsibilities	<ol style="list-style-type: none"> 1. Engagement in either of the following development tasks related to university management <ol style="list-style-type: none"> (i) Development of Osaka University's management and administration (development of methods and tools) (ii) Development and planning of education, research, and innovation strategies to enhance Osaka University's education and research activities. 2. Engagement in the following tasks of the Management Planning Section (one or more) <ol style="list-style-type: none"> (i) Proposal development relating to university management and governance (survey, analyses, drawing up proposals) (ii) Education and training of university management and planning tasks (iii) Support for management planning and strategy development as well as related implementation tasks 3. Assistance with giving lectures offered at undergraduate and graduate courses 4. Project management tasks for the operation of the Management Planning Section 5. Other tasks in the Office of Management and Planning
7. Qualifications	<p>[Essential]</p> <ol style="list-style-type: none"> 1. Sense of responsibility in performing tasks imposed. 2. Cooperativeness in performing tasks as a member of a team, good communication skills, and ability to negotiate with staff of other divisions . 3. Possession of basic knowledge of and interest in university education and research, and a strong incentive for proactive engagement in work with solving university related problems, based on specialties obtained by education research, and other practical experiences. 4. Continuously engaged in enhancement of his/her own specialties in knowledge and skills 5. Experience of playing a central role in lab based research projects, internship projects, and projects of extramural organizations.

	<p>[Desirable]</p> <ol style="list-style-type: none"> 1. Master's degree (any area) or equivalent experience 2. Administrative experiences relating to university education and research 3. Sufficient Japanese language proficiency for research, teaching, and administrative tasks, and ability to work in English
8. Starting Date	May 1, 2018 (or as soon as possible thereafter)
9. The term of Employment	<p>From the starting date to March 31, 2019</p> <p>NB: Following completion of the term, the contract may be extended subject to evaluation (the limit of extension is 10 years from the starting date)</p>
10. Probation Period	6 months
11. Employment Form	<p>Discretionary Labor System, Special Work Type is applied. (Deemed working hours: 8 hours a day)</p> <p>Based on the 'Regulations Pertaining to Working Hours, Holidays and Leave for National University Corporation Osaka University Limited Term Staff.'</p> <p>http://www.osaka-u.ac.jp/en/guide/information/joho/files/sk0037e.pdf</p>
12. Salary and Benefits	<p>Based on the 'Salary Regulations for National University Corporation Osaka University Limited Term Staff Subject to Annual Salary System (Specially appointed Staff, etc.).'</p> <p>http://www.osaka-u.ac.jp/en/guide/information/joho/files/sk0046e.pdf</p> <p>Annual salary is 4,670,700 ~ 5,996,400 yen (Monthly payments of one-twelfth of annual salary)</p> <p>Commuting allowance, housing allowance, dependent allowance, retirement allowance and bonus will not be provided.</p>
13. Insurance	National Public Service Personnel Mutual Aid Associations, Employment Insurance and Workers' Accident Compensation Insurance
14. Application Documents	<ol style="list-style-type: none"> 1. CV (Recent photo attached) 2. List of Achievements (teaching, research and/or work related achievements) 3. Outline of projects which the applicant has been centrally involved in (describe up to three projects, use one PowerPoint slide per project) 4. Aspiration for the work related to management and planning (within two pages) <p>NB: The above documents should be prepared in A4 size, no format is specified.</p>
15. Sending Address and Contact information	<p>Send the above documents by the Japanese postal service using "Letter Pack Plus" to the address written below:</p> <p>NB: Write "Application Documents for Specially Appointed Assistant Professor (Full time) Enclosed" in red ink on the envelope</p> <p>NB: Application documents will not be returned</p> <p>NB: Personal information in the application documents will only be used in the selection process and procedures of employment, and will not be disclosed to any third party.</p> <p>Addressee: General Affairs Section, Department for Planning, Management Design Division, Administrative Bureau, Osaka University 1-1 Yamada-oka, Suita, Osaka 565-0871, Japan</p> <p>Phone: +81-6-6879-8809 E-Mail: ki-keiei-soumu@office.osaka-u.ac.jp</p>
16. Application deadline	March 15, 2018 JST

17. Selection Process	<p>Document screening is followed by an interview</p> <p>NB: Requests for interviews will be forwarded only to selected applicants within two weeks after the application deadline</p> <p>NB: Travel and accommodation fees for the interview are to be paid by the applicant.</p>
18. Additional Information	<p>Please refer to ‘Work Regulations for National University Corporation Osaka University Limited Term Staff’ and the other regulations for other than the above-mentioned and/or further details about conditions of the work.</p> <p>http://www.osaka-u.ac.jp/en/guide/information/joho/kitei_shugyou.html</p>
19. Recruiter	National University Corporation Osaka University