

## 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 Strategic Planning and Development Section in the Office of Management and Planning, we are mainly performing research, analysis, and proposal for university management and governance, and various other tasks relating to university management.</p> <p>We are now recruiting a Specially Appointed Associate Professor (full time) or a Specially Appointed Lecturer (full time) or a Specially Appointed Assistant Professor (full time) who is engaged in the above-mentioned tasks.</p>
1. Position	Specially Appointed Associate Professor (full time) 、 Specially Appointed Associate (Lecturer) (full time) or Specially Appointed Assistant Professor (full time)
2. Number of Positions	One (1)
3. Affiliation	Strategic Planning and Development Section, Office of Management and Planning
4. Work Location	Osaka University 1-1 Yamadaoka, Suita, Osaka
5. Specialized Field	Not specified
6. Responsibilities	<p>1. Leading the following development projects related to the management of Osaka University</p> <p>(i) Development of Osaka University's management and administration (analyses and development of methods and tools related to medium-to-long term planning and management of finance, human resources, organization etc.)</p> <p>(ii) Research, analyses and drawing up proposals on Osaka University's governance as well as support for related implementation tasks</p> <p>2. Management of the following tasks of the Strategic Planning and Development Section</p> <p>(i) Teaching and training for staff relating to university management and planning</p> <p>(ii) Support for management and planning as well as related implementation tasks</p> <p>3. Cooperation for lectures offered at undergraduate and graduate courses</p> <p>4. Other tasks in the Office of Management and Planning</p>
7. Qualifications	<p>[Essential]</p> <p>1. Master's degree or higher (in any area)</p> <p>2. Sense of responsibility in performing tasks imposed.</p> <p>3. Cooperativeness in performing tasks as a member of a team, good communication skills, and ability to negotiate with staff of other divisions .</p> <p>4. 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.</p> <p>5. Continuously engaged in enhancement of his/her own specialties in knowledge and skills</p> <p>6. Experience of the leader or the manager for research projects or business projects</p>

	<p>[[Desirable]</p> <ol style="list-style-type: none"> <li>1. Doctorate (in any area)</li> <li>2. Experience of management in university education and research</li> <li>3. Experience participating in tasks or projects related to organizational reforms at companies or organizations other than educational/research institutes such as universities.</li> <li>4. Sufficient Japanese language proficiency for research, teaching, and administrative tasks, and ability to work in English</li> </ol>
8. Starting Date	April 1, 2019 (or as soon as possible thereafter)
9. The term of Employment	<p>From the starting date to March 31, 2022</p> <p>*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 '37. Regulations Pertaining to Working Hours, Holidays and Leave for National University Corporation Osaka University Limited Term Staff.'</p> <p><a href="https://www.osaka-u.ac.jp/en/guide/information/joho/kitei_shugyou.html">https://www.osaka-u.ac.jp/en/guide/information/joho/kitei_shugyou.html</a></p>
12. Salary and Benefits	<p>Based on the '46. Salary Regulations for National University Corporation Osaka University Limited Term (Specially appointed Staff, etc.) Staff Subject to Annual Salary System.'</p> <p><a href="https://www.osaka-u.ac.jp/en/guide/information/joho/kitei_shugyou.html">https://www.osaka-u.ac.jp/en/guide/information/joho/kitei_shugyou.html</a></p> <p>Annual salary is 4,740,900 ~ 7,537,200 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	Medical insurance and employee's pension insurance of the Federation of National Public Service Personnel Mutual Aid Associations, Employment Insurance and Industrial Accident Compensation Insurance
14. Application Documents	<ol style="list-style-type: none"> <li>1. CV (Recent photo attached)</li> <li>2. List of Achievements (teaching, research and/or work related achievements)</li> <li>3. Outline of projects in which the applicant has participated as a leader or a manager (describe up to three projects, use one PowerPoint slide per project, specify the period, the roles of the applicant, the output and the outcome)</li> <li>4. Aspiration for the work related to management and planning (within two pages)</li> </ol> <p>*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>*Write "Application Documents for the Faculty Position Enclosed" in red ink on the envelope</p> <p>*Application documents will not be returned</p> <p>*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:  Strategic Management Division, Department for Planning, 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	January 31, 2019 (Japan Standard Time)
17. Selection Process	<p>Document screening is followed by an interview</p> <p>*Requests for interviews will be forwarded only to selected applicants within two weeks after the application deadline</p> <p>*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><a href="https://www.osaka-u.ac.jp/en/guide/information/joho/kitei_shugyou.html">https://www.osaka-u.ac.jp/en/guide/information/joho/kitei_shugyou.html</a></p>
19. Recruiter	National University Corporation Osaka University