

**Call for Applications: Specially Contracted Staff Member
Position(as International Relations Officer),
Institute for Integrated Cell-Material Sciences (iCeMS),
Kyoto University Institute for Advanced Study (KUIAS)**

7 Aug 2025

Job title:

Specially Contracted Staff Member
(as International Relations Officer)

Number of positions:

One (1)

Closing date:

Open until the position is filled

Start date:

The earliest possible date thereafter (adjustable according to individual requirements)

Contract period:

From the day you take the position (negotiable) to March 31, 2026. In and after the following year, the contract can be renewed annually depending on achievements, but up to a cumulative total of 5 years.

※Renewal of the contract is determined by taking into account the work volume at the time of the expiration of the contract period, work performance, attitude, ability, the status of progress of work performed, and the acceptance of the external funding for which the employee is employed.

Initial six (6) month probationary period

Work location:

Main Building, iCeMS, KUIAS, Kyoto University

Yoshida Ushinomiya, Sakyo-ku, Kyoto 606-8501, Japan

[range of alteration] If the university permits or requests teleworking, the place of

work includes the home, etc.

Working conditions:

Monday to Friday (5 days a week) on flextime system for this job

*The University implements the flextime system, which is an arrangement that allows employees to choose when to start and end work each day, as long as they work a certain number of hours every day as below:

(i) Core time: 10:00 am to 3:00 pm (with a lunch break from noon to 1:00 pm)

(ii) Flextime:

- Starting time: 7:00 am to 10:00 am

- Finishing time: 3:00 pm to 10:00 pm

(iii) Standard working hours: 7 hours and 45 minutes per day

*Overtime work may occur on specific occasions.

Holidays: Saturdays, Sundays, Japanese national holidays, the University's scheduled year-end and New Year holidays(Dec 29–Jan 3), Foundation Day(June 18).

Paid annual vacation entitlement will be given in accordance with the University's regulations.

Salary:

The salary will be determined based on the University's compensation standards, considering factors such as, but without limitation, skills, experience, and qualifications. The annual salary divided by 12 is paid monthly.

Allowances:

There are no extra payments for allowances, bonuses, retirement benefits, or any other benefits apart from the pay for overtime work.

Social insurance:

Eligible for MEXT Mutual Aid Association, Employee Pension, Employment Insurance, and Worker's Accident Insurance

Job description:

As part of iCeMS' mission to attract talented researchers globally and communicate. As part of iCeMS' mission to inspire creativity and advance interdisciplinary science, the International Relations Officer will contribute to the design and management of

various programs aligned with iCeMS' vision, including initiatives for attracting outstanding researchers from around the world. The responsibilities include:

- Develop and manage English-language content to support researcher recruitment programs (e.g., internship programs, global outreach, and talent spotting events).
- Check and write English press releases on scientific research outcomes.
- Write web articles and create content for social media platforms (X/Twitter, LinkedIn, Instagram) to increase iCeMS' visibility among early-career researchers worldwide.
- Create and edit English sections of brochures, posters, and other PR materials.
- Coordinate outreach events targeting potential international researchers, including participation in recruitment fairs.
- Proofread English reports for government and institutional audiences.
- Support other PR and recruitment activities as needed.

Minimum qualifications:

- Bachelor's degree or equivalent education/experience
- Native-level proficiency in English

Preferred qualifications:

- Excellent writing and editing skills in English for academic and general audiences
- Experience in science communication or international researcher recruitment
- Familiarity with natural science concepts and enthusiasm for promoting interdisciplinary research
- Social media management experience (Twitter/X, LinkedIn, Instagram)
- Basic skills with Adobe Creative Cloud tools (InDesign, Photoshop, Illustrator)
- Japanese language skills at conversational level or above

How to apply:

Send the following documents by email to the address below:

1. Curriculum Vitae (CV)
2. Personal statement outlining your interest in researcher recruitment and science communication

Applications may be submitted in English or Japanese.

Email: `cd[at]mail2.adm.kyoto-u.ac.jp` [replace "[at]" with "@"]

Inquiries:

Please include "Inquiry for International Relations Officer" in the subject line.

Contact:

Institute for Integrated Cell-Material Sciences (iCeMS),

Kyoto University Institute for Advanced Study (KUIAS)

Mari Toyama

Email: cd[at]mail2.adm.kyoto-u.ac.jp [replace "[at]" with "@"]

Selection process:

Applicants will be contacted regarding interview schedules after initial screening.

A small writing assignment may be requested during the selection process.

Notes:

- All submitted documents and personal information of the candidates contained therein will be used solely for the purpose of screening and will not be disclosed, transferred or lent to any third party without justifiable grounds.
- Kyoto University promotes gender equality and diversity. Applications from female and international candidates are strongly encouraged.
- Smoking is prohibited in any indoor and outdoor areas of the Kyoto University campuses, except for the designated smoking areas.