

Project Assistant Professor Position at the Research Enhancement Strategy Office,  
National Institute for Physiological Sciences, National Institutes of Natural Sciences

National Institute for Physiological Sciences (NIPS), the National Institutes of Natural Sciences (NINS), Okazaki, Japan invites applications for the position of Project Assistant Professor. Please recommend suitable candidates and disseminate this posting to those who wish to apply.

1. Position

Project Assistant Professor; a few positions (Based on performance evaluation, the hiring position could be Specially Appointed Research Employee)

2. Affiliation

(Upon hiring) The Research Enhancement Strategy Office, NIPS, NINS

(Range of change) Work place designated by NINS

3. Job description

(Upon hiring) The Research Enhancement Strategy Office promotes a wide array of activities that contribute to strengthening the research capabilities of NIPS and Japan as a whole. For this recruitment, we seek university research administrators (URAs) who will engage in tasks such as:

- Investigating and analyzing research trends in physiology, neuroscience, and related fields both domestically and internationally.
- Promoting domestic and international collaborative research, including initiatives such as J-PEAKS project.
- Conducting performance evaluations to enhance the operational management of the institute.

(Range of change) Job duties designated by NINS

4. Qualifications

Applicants should possess a doctoral degree or equivalent research achievements and have experience, motivation, and competence to perform URA-related tasks. They should demonstrate excellent writing and communication skills. Applicants from any research fields are welcome, provided they have a strong interest in a broad range of fields beyond their own expertise and can communicate effectively with researchers from diverse research fields.

5. Appointment period

The contract period will be renewed annually based on performance reviews, and is valid until March 31st, 2030. It may be renewed up to March 31st, 2035, depending on the applicant's performance, attitude, and capabilities.

## 6. Benefits and conditions

Salary will be determined based on NINS's payment standards, and according to the applicant's career, ability, and other factors. Other conditions will be determined as stipulated by NINS.

## 7. Application documents;

(1) Curriculum vitae (please use the designated format\*)

(2) Summary of past research, experience in URA-related activities, motivation for applying, and future aspirations (approximately 1,000 words; No format specified)

(3) List of publications (Appendix 1\*)

- Number publications consecutively in order of publication date (chronological order), starting with the most recent publication at the top. Circle the number of three main publications listed in (5) below.
- The publication list must include the names of all authors, titles of papers, journal names, volume number, page number (beginning and end pages, or manuscript number in the case of Open Access Journal), year of publication, and doi.
- Original papers and review articles (including books) should be listed separately.
- Papers in press should be included; but papers under submission, those with preprints (e.g., bioRxiv), or those in preparation should not.

(4) Other reference materials (Appendix 2\*)

(5) PDF files of three main publications

(6) Letter(s) of recommendation (\*)

- At least one letter
- The letter can be sent separately by the recommender.

\*Please download the designated formats for (1), (3), (4), and (6) from the following URL:  
<https://www.nips.ac.jp/eng/recruit/index.html>

\*The documents (1) to (6) should be prepared in PDF format; the documents (1) to (5) should be merged into a single PDF file to be submitted electronically.

## 8. Deadline

All of the application documents must be received by noon on August 19th (Tue), 2025 (Japan Standard Time).

#### 9. Date of appointment

As soon as possible after the successful applicant is determined.

#### 10. Other notes

##### (1) Gender equality

1. NIPS complies with the Act on Equal Employment Opportunities and is committed to promoting gender equality.
2. NIPS gives hiring priority to female applicants when they are recognized as equivalent during performance evaluations.
3. Maternity, childcare, or nursing care leave is taken into consideration, if applicants clearly indicate the period of leave on their CVs or other documents.

##### (2) Handling of personal information

Personal information pertaining to applications will be managed appropriately in accordance with the Act on the Protection of Personal Information and related rules of NINS. It will be used only for the purpose of selection and employment.

#### 11. How to submit the application documents

##### (1) Submission process

- (a) Intention to Apply: First, applicants must send an e-mail to indicate their intention to apply to the Personnel Section, Okazaki Administration Center ([nips-recruit@orion.ac.jp](mailto:nips-recruit@orion.ac.jp)). The e-mail should include the applicant's "name," "current affiliation and position," "phone number," "e-mail address."
- (b) The Personnel Section will inform the applicant as to how to submit their application documents as an electronic file.
- (c) If the applicant's recommender(s) wish to send the recommendation letter separately, the Personnel Section will inform the recommender of how to send the letter. For this purpose, applicants need to inform the Personnel Section of their recommender's(s') name(s), affiliation(s), and e-mail address(es) when they first indicate their intention to apply as detailed in (a) above.

##### (2) Important notice

(a) To protect personal information, do not send any application documents by e-mail.

(b) Notification of the “Intention to Apply” must be received by noon on August 8th (Fri), 2025 (Japan Standard Time).

(3) Contacts for inquiries

(a) Regarding document submission, salary, and benefits

Personnel Section, Okazaki Administration Center, NINS

38 Nishigonaka Myodaiji, Okazaki, Aichi, 444-8585, Japan

Phone: +81-564-55-7113

E-mail: r7113 @ orion.ac.jp (please remove the spaces before and after @)

(b) Regarding job description

Professor Keiichi Kitajo

E-mail: kkitajo @ nips.ac.jp (please remove the spaces before and after @)

and/or

URA/Project Associate Professor Megumi Maruyama

E-mail: marumegu @ nips.ac.jp (please remove the spaces before and after @)

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NIPS website: <https://www.nips.ac.jp/eng/>