

2020 Tokyo Institute of Technology Permanent Staff Recruitment (1st Posting)

Recruitment Schedule

Hire Date	Successful applicants are expected to start work in fiscal year 2020 (on or after April 1, 2020).	
Application Period	Application submissions by registered or campus mail Applications must be delivered by 17:00 on the closing date.	
	Category	Wednesday, January 15 to Wednesday, January 29
	General	
	Professional	
Project Based/ Specifically Assigned		
Application submissions in person Hours: Monday to Friday, 9:00 to 17:00 (Excluding holidays)		
Application Period	Category	Wednesday, January 15 to Wednesday, January 29
	General	
	Professional	
	Project Based/ Specifically Assigned	
Application Review	Application reviews will be completed by the day before the interview scheduled for each position.	
Interview Period	Category	Friday, January 31 to Wednesday, February 19
	General	
	Professional	
	Project Based/ Specifically Assigned	

1. Categories and Job Descriptions

Category	Job Description
General	This category includes administrative, secretarial, and clerical support positions.
Professional	This category includes positions that require specialized qualifications and skills.
Project Based/ Specifically Assigned	This category includes positions for supporting projects managed by the Institute or supporting education and research activities at laboratories.

2. Open Positions

Details are provided in the attached List of Open Positions.

3. Eligibility Requirements

- Permanent staff
Applicants must be employed as permanent staff at the Institute as of March 31, 2020.
Notes:
 - Permanent staff who voluntarily leave the Institute before March 31, 2020 are not eligible.
 - Permanent staff whose assignment ends in the middle of fiscal year 2019 are considered employed continuously until the year-end if their assignment ends due to project expiration or due to retirement or transfer of the faculty at their research lab (excluding permanent staff who retire at the end of March 2020).

- Fixed-term staff and replacement staff (hired for leave coverage)
Applicants must have served as fixed-term or replacement staff at the Institute for a period of at least four years in total as of March 31, 2019. If there are gaps in employment at the Institute, only employment from April 1, 2004 (when the Institute became a national university corporation) will count towards the applicant's qualifying years of service.
Notes:
 - Fixed-term staff who leave the Institute during fiscal year 2019 will be considered employed continuously until the year-end when counting the number of years of service (transitional measures).
 - Applicants must be under 60 years of age as of March 31, 2020.
Fixed-term staff between 60 and 64 years of age are eligible to apply for Permanent Staff Recruitment to be employed for the years 2020 through 2021 (transitional measures).

4. Selection Process

Application review	Selection will be based on a comprehensive review of applications.
Interview	Selected applicants will be invited for an interview.

5. Timeline

(1) Application review

- Applicants who are not selected can expect to be notified of their result by regular mail or campus mail.
- Selected applicants will be contacted to schedule an interview.

(2) Interview period

Category	Interview Period	Notification
All Categories	Friday, January 31 to Wednesday, February 19	Final decisions will be notified promptly.

Note: Interview dates will be individually set up for each position during the above period.

6. Application Procedures

(1) What to submit

Please submit a set of the following documents for each category you apply for (general, professional, project based/specifically assigned):

- A. A completed application form designated for Permanent Staff Recruitment
- B. Professional summary (no set format)
- C. Two self-addressed return envelopes
Applicants must enclose two return envelopes to receive confirmation of receipt of application and the final decision letter.

- Prepare envelopes as instructed below depending on how you wish to receive the mail.

By regular mail:

Two self-addressed stamped 長形 3 号 envelopes* (with the applicant's name and mailing address)

By campus mail:

Two self-addressed 長形 3 号 envelopes* (with the applicant's name, affiliation, and mailbox no.)

*Please use 長形 3 号 (N3:120 mm x 235 mm) pocket-type envelopes with an opening flap on the short edge.

- Late or incomplete applications will not be accepted.
- Be sure to check the List of Open Positions to confirm the end date of employment for each position.

- Please ensure that your application form is properly signed. Applications will not be accepted without a signature.
- Applicants are eligible to apply for multiple positions per category.
- Please contact the Permanent Staff Recruitment Office if you have not received a confirmation of receipt of application by Monday, February 3.
- Please do NOT use a campus mail envelope as a return envelope.
- Please be sure to enclose two return envelopes even if submitting in person.

(2) How to Submit

Application Period	<p>Wednesday, January 15 to Wednesday, January 29</p> <p>Note: Applications must be <u>delivered</u> by 17:00 on the closing date.</p>
Where to submit	<ul style="list-style-type: none"> • By registered mail Submit to: Permanent Staff Recruitment Office Human Resources Division, General Affairs Department Tokyo Institute of Technology 2-12-1 Ookayama, Meguro-ku, Tokyo 152-8550 • <u>Please write “Application for 2020 Permanent Staff Recruitment (1st Posting)” in red ink on the front of the envelope and send it by registered mail.</u> We accept no responsibility for delivery problems resulting from failure to use a registered mail service. • Please mark your envelope “Private and Confidential.” <hr/> <ul style="list-style-type: none"> • By campus mail Submit to: Permanent Staff Recruitment Office Human Resources Division, General Affairs Department Mailbox no: E3-2 • <u>Please write “Application for 2020 Permanent Staff Recruitment (1st Posting)” in red ink on the front of the envelope. Do not use a campus mail envelope.</u> • Please mark your envelope “Private and Confidential.” <hr/> <ul style="list-style-type: none"> • In person Hours: Monday to Friday, 9:00 to 17:00 (Excluding holidays) Submit to: Permanent Staff Recruitment Office Human Resources Division, General Affairs Department Ookayama Campus, Administration Bureau Bldg. 1, Floor 2

7. Screening Process

- (1) Following application review, selected applicants will be contacted to schedule an interview.
- (2) The Institute reserves the right to withdraw an employment offer if it discovers that an applicant has given false information in his or her application or does not meet the eligibility requirements.

8. Expected Hire Date

- On or after April 1, 2020
Details are provided in the attached List of Open Positions.

9. Compensation

- Basic salary, commuting allowance (excluding those with annual salary), and overtime allowance are provided in accordance with the provisions of the Employment Regulations for Permanent Staff. See the List of Open Positions for compensation details on each position, including hourly rate.

10. Working Hours, Leave, Etc.

- Working hours, leave, etc. are determined pursuant to the Employment Regulations for Permanent Staff.
- See the List of Open Positions for information on the working hours of each position.

11. Benefits

- Employees' pension, health insurance (MEXT Mutual Aid Association for full-time positions), employment insurance, industrial accident compensation insurance
- See the List of Open Positions for eligibility details on each position.

12. Privacy Policy

The personal information provided in the submitted documents will be used solely for the recruitment of Permanent Staff and not for any other purpose.

Inquiries
Permanent Staff Recruitment Office
Human Resources Division
General Affairs Department
Tokyo Institute of Technology

Address: 2-12-1 Ookayama, Meguro-ku, Tokyo 152-8550
Mailbox No: E3-2
Tel: 03-5734-2053/7621
Fax: 03-5734-3660
Email: [jin.seido@jim.titech.ac.jp](mailto:jim.seido@jim.titech.ac.jp)