

2026 Fiscal Year Institute of Science Tokyo Permanent Staff Recruitment

(1st Posting)

Recruitment Schedule

Employment start date	Successful applicants are expected to start work in fiscal year 2026 (on or after April 1, 2026).
Application period	Friday, January 9 to Friday, January 23 (for all job categories) Applications must be delivered by 17:00 on the closing date.
Application review	Applications will be reviewed by the day before the interview scheduled for each position.
Interview period	Tuesday, January 27 to Thursday, February 12 (for all job categories)

1. Categories and job descriptions

Category	Job Description
General/Persons with Disabilities	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

See 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, 2026.
Notes:
 - Permanent staff whose assignment ends before the end of fiscal year 2025 are considered to be employed continuously until March 31, 2026 if their assignment ends due to the project coming to an end or due to the retirement or transfer of the supervising faculty at their lab. (Applicants who will retire at the end of March 2026 are not eligible.)
- Fixed-term staff and replacement staff (hired for leave coverage) applicants:
Must have served as fixed-term or replacement staff at Science Tokyo, Tokyo Tech, or TMDU for a total of at least four years between April 1, 2004 (when Tokyo Tech and TMDU became national university corporations) and March 31, 2026. Non-consecutive periods of employment will also cumulatively count toward the 4-year requirement, and periods of non-employment will be ignored.

Notes:

- Fixed-term staff who leave or left Science Tokyo during fiscal year 2025 will be considered to be employed continuously until March 31, 2026 when counting the number of years of service.
- Applicants must be under 62 years of age as of March 31, 2026.

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

- Selected applicants will be contacted to schedule an interview.
- Applicants who are not selected will be notified of the results by email.

(2) Interview period

Category	Interview period	Notifications
All categories	Tuesday, January 27 to Thursday, February 12	Applicants will be notified as soon as a final decision is reached.

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

6. Application procedures

(1) What to submit

Please submit the following documents. If applying to positions in separate categories, submit one set of documents for each category (general, professional, project based/ specifically assigned, persons with disabilities):

A. Permanent Staff Recruitment application (using the designated form)

Note: If you apply for a position in the “persons with disabilities” category, please describe your disability, such as the type and severity, in the “自己 PR 等 (self-promotion, etc.)” section.

B. Professional summary (no set format)

- Late or incomplete applications will not be accepted.
- Make sure to check the position’s employment end date on the List of Open Positions.
- Please ensure that your application form is properly signed. Applications without a signature will not be accepted.
- Eligible applicants may apply for multiple positions in each category.
- Please contact the Permanent Staff Recruitment Office if you have not received an email confirming receipt of your application by Thursday, January 29.

(2) How to submit

Application period	Friday, January 9 to Friday, January 23 Note: Applications must be <u>received</u> by 17:00 on the closing date.
Where to submit	Please submit documents A and B listed in the “What to submit” section in PDF format using the Box File Request form via the link below. https://science-tokyo.app.box.com/f/3f61c2c65e2947b7ae8477ed231b406a Notes: <ul style="list-style-type: none">• Combine all documents into a single file before uploading.• The above URL will not be accessible after the application period ends.• Rename your PDF file as follows when creating the submission file: (Year + posting round, e.g., 01 for 1st posting)_(job category)_(full name) <i>Example: 202601_project-based_TaroKagaku</i>

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 employment start date

- On or after April 1, 2026
Details are provided in the attached List of Open Positions.

9. Compensation

- Basic salary, commuting allowance, 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 to find the working hours for each position.

11. Benefits

- Employees' pension, health insurance (MEXT Mutual Aid Association short-term member), employment insurance, industrial accident compensation insurance
- See the List of Open Positions to find eligibility details for each position.

12. Privacy policy

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

Inquiries

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