

## Guidelines for Hiroshima University Public Recruitment of Special Postdoctoral Researchers for the 2017 (1<sup>st</sup> term) Academic Year

### 1. Purpose

This public recruitment is being carried out to hire graduates of the doctoral program (excluding the Master's program) who have received their doctorate degrees at Hiroshima University as Special Postdoctoral Researchers, aiming to support their career launch as future leaders in variety of opportunities in society including educational research organizations as well as the private industry.

### 2. Job Description

Successful applicants shall be assigned to the Global Career Design Center ( the Center ) and take the Center's Practical Program , aiming to acquire basic practical skills as well as a broad range of research development skills. They are also expected to proactively participate in the other activities designed for their career development and network building, while experiencing internships or collaborative research at companies or other institutions, to pursue their career development diversified beyond academia. They can conduct their research under the supervisor. Their performance in these various activities will be managed uniformly under the Young Researchers Portfolio system (HIRAKU-PF), based on which career guidance and advice will be provided accordingly, while starting a job search after this subject employment

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Mutual aid association insurance, employment insurance, and workers' accident compensation insurance shall be applicable.

(2) Working Hours

As prescribed under the Hiroshima University Regulation

) (As being full-time employees, Special Postdoctoral Researchers may not be allowed to hold other posts at the university)

(3) Service Discipline

As prescribed under the Hiroshima University Regulations  
) and

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In case Special Postdoctoral Researchers are or are to be employed in different positions, such as part-time instructors at other universities, etc., they shall be required to notify the Hiroshima University in prior to such assignment of additional duties.

7. Application Documents

(1) Curriculum Vitae (\*Note 1, 2, 3)

(2) Research Achievement Report

(3) Application Form

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2. Status of Research to Date

3. Objectives and Annual Plan as Special Postdoctoral Researcher

4. Notable Extramural Activities including International Experience, Activities at Academic Societies, etc.

(4) Letter of Recommendation

(5) Letter of Consent (with official seal impression)

Note 1: If you are enrolled at Hiroshima University, please update your profile in the Young Researchers Portfolio system (or HIRAKU-PF) and submit the CV downloaded from the ePortfolio menu. (You can edit the contents of the downloaded report) Please refer to the Appendix for more details about HIRAKU-PF.

Note 2: International applicants dispatched by foreign governments are required to submit the Application Form attached with the relevant documents, which explain all the terms and conditions set by such governments.

Note 3: International applicants are required to submit copies of (i) the passport and (ii) both sides of the Residency Card.

\*Personal Information contained in the Application Documents

Personal information will not be used for any purposes other than screening and personnel

procedures after recruitment. Please note that the submitted Application Documents will not be returned.

#### 8. Application Method and Deadline

The completed Application Documents must be submitted to the Global Career Design Center Young Researchers Training Division by **15:00 pm on Wednesday, November 30, 2016.**

#### 9. Screening Procedure

- (1) First-round screening (based on the Application Documents)
- (2) Second-round screening (based on oral presentations) (Applicants will make presentations regarding their research to date, research plan after the employment, career plans as well as their interest in internship at companies, etc.; a Q&A session to follow both in Japanese and English.)

#### 10. Notification of Screening Results

Applicants will be notified via e-mail by Friday, February 24, 2017.

#### 11. Research Reports

Special Postdoctoral Researchers will be required to submit to the office indicated below, the achievement reports as to their research conducted and any other programs engaged during their employment period, immediately after the termination of employment.

#### 12. Contact Details for Application Submission and Inquiries

Global Career Design Center (Young Researchers Training Division)  
TEL: 082-424-4563 (Extension: Higashi-Hiroshima 4563)  
E-mail: wakateyousei@office.hiroshima-u.ac.jp