

To: Heads of Institutions

Date: May 28, 2021

From: Kenji Yoshida
Director-General
National Museum of Ethnology (Minpaku)
National Institutes for the Humanities (NIHU), Japan
(An Inter-University Research Institute Corporation)

Re: Job opportunity of new academic faculty position in the field of ancient civilization of South America studies.

The National Museum of Ethnology has an opening for a new member of our faculty. The position is described below. We respectfully ask that you circulate this information and encourage suitable candidates to apply.

1. This position is for one new faculty member at the rank of associate professor.
2. There is no term of office.
3. Academic discipline is studies in archaeology, cultural anthropology and history of South American civilizations. The applicant should have achievements on ancient civilizations based on field research. It is desirable that the candidate has an interest in contemporary society and is motivated to engage in museum activities.
4. The selected candidate will be employed from April 1, 2022.
5. Employment status is based on work regulations pertaining to working hours, holidays, and leave for staff of NIHU. The Discretionary Labor System for Professional Work is applied to the selected candidate.
6. Salaries and allowances will be based on salary regulations for staff of NIHU.
7. Insurance of the National Public Service Mutual Aid Association, employment insurance, and industrial accident compensation insurance are applied to the selected candidate.
8. Requirements
 - (1) A Ph.D. or equivalent academic or other experience.
 - (2) The ability to communicate in Japanese.
9. Process

Interviews (tentatively scheduled in early September 2021) will be conducted following the selection of candidates based on submitted documents. The candidates will be provided with detailed information of the interviews including the date and method in due course.
10. Required Documents
 - (1) An application for employment at the National Museum of Ethnology (see A4 form 1 attached)
 - (2) Resume (with photograph) (see A4 form 2 attached)
 - (3) Full list of academic achievements (see A4 form 3)
 - (4) Copies of up to five principal publications or theses. (Doctoral thesis may be included) Publications in languages other than Japanese and English must be accompanied by abstracts in Japanese or English.

- (5) Summary of main academic achievements in Japanese or English (A4, single-spaced, two pages or less, free format)
- (6) Plans or intentions for future research and activities in the museum (A4, single-spaced, two pages or less, free format). International trends in the academic community and the general public should be taken into account.
- (7) One letter of recommendation (A4, free format)

11. Deadline

The application must arrive at our address by July 9, 2021.

12. Address

Applications should be sent by registered mail to the Recruiting Committee, National Museum of Ethnology, 10-1 Senri Expo. Park, Suita City, Osaka 565-8511, Japan in an envelope clearly marked in red as “Application Documents for South America”. If your application documents cannot be sent by air mail or courier, please contact us for advice on alternatives.

Application documents will not be returned to applicants (However, they will be returned upon request. In such case, please enclose a stamped, self-addressed envelope together with the request for return of documents, or include a completed “pay on delivery” form of commercial parcel delivery).

Note on personal data:

Personal information provided in response to this public recruiting notice will be seen only by those involved in the selection process. Once a decision is made, all personal information pertaining to individuals other than the successful candidate will be destroyed. Information about the successful candidate will be retained for use in administration, work assignment, salary processing and other processes related to research and educational activities at the museum.

13. Contact information

For inquiries, please contact the Recruiting Committee, National Museum of Ethnology by email.

E-Mail: kobo-jinji ‘at’ minpaku.ac.jp * Please replace ‘at’ with @