

October 15, 2025

To the Heads of Relevant Organizations:

National Institutes for the Humanities (NIHU)
National Museum of Ethnology (MINPAKU)
Director-General SEKI Yuji
(Official seal omitted)

Regarding Faculty Recruitment (Request):

The museum is announcing open recruitment for a faculty position specializing in Information Science (Research Data Management), as outlined below. We kindly request that you disseminate this information to the appropriate parties and encourage qualified candidates to apply.

1. Title and Number of Position(s):
One assistant professor

2. Contract Description:

From April 1, 2026 to March 31, 2027

(Up to March 31, 2031 at the latest. However, renewal will be determined on an annual basis based on evaluations such as the degree of contribution to the project.)

Note: If the successful candidate has previously been employed by NIHU on a limited-term contract, his or her appointment at Minpaku may be for less than five years. This rule follows the regulations governing NIHU and Minpaku employees. Reference: Regulations Governing Employees of NIHU and Minpaku. For more information, see our website: <https://www.minpaku.ac.jp/offer/>.

3. Job Description:

The successful candidate will be responsible for the following research-related duties under the direction of the Spatio-Temporal Linguistics Project Leader:

- i. Develop and manage the Research Data Management Plan (DMP).
- ii. Operate the GakuNin Research Data Management (RDM) platform or a similar system.

- iii. (Preferred) Demonstrate interest in handling rights and permissions related to digital data.
- iv. Carry out other duties as assigned by the Project Leader.

Experience in data management-related work at universities, research institutions, or companies/private organizations is desirable. Furthermore, candidates should demonstrate an interest in the Institute's research and educational activities, as well as an enthusiasm for supporting research in the humanities and social sciences.

- 4. Term of Appointment:
From April 1, 2026 to March 31, 2027

(Up to March 31, 2031 at the latest. However, renewal will be determined on an annual basis based on evaluations such as the degree of contribution to the project.)

- 5. Employment Status:
Employment status is based on work regulations pertaining to working hours, holidays, and leave for NIHU staff. The successful candidate will be subject to the Discretionary Labor System for Professional Work.

- 6. Salaries and Allowances:

Salaries and allowances are based on NIHU staff specified fixed-term employees regulations.

Salaries and allowances are based on NIHU staff salary regulations.

- 7. Insurance:
The successful candidate will be covered by National Public Service Mutual Aid Association insurance, as well as employment and industrial accident compensation insurance.

- 8. Eligibility Requirements:

- (1) Candidates must hold a master's degree or demonstrate equivalent scholarly competence and achievements. Professional experience will also be considered as an important part of these achievements.
- (2) Candidates must be able to conduct research in either Japanese or English without difficulty. For individuals with hearing impairments, this means being able to conduct work effectively using written Japanese and/or written English.

9. Selection Process

Interviews (tentatively scheduled for mid-December, 2025) 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.

Interviews will be conducted in person, as far as possible, but online interviews will be considered if needed. Local and international costs for transport and accommodation cannot be provided.

10. Required Documents (either in Japanese or English will be accepted)

Documents to be submitted:

- i. Application form for open faculty positions at the National Museum of Ethnology (Form 1, attached).
- ii. Curriculum vitae with photograph (Form 2, attached).
- iii. A statement of research achievements (Form 3, attached).
- iv. A proposal for the position description (A4, single-spaced, two pages or less), including: a. The applicant's potential role in the Space-Time Linguistics project; b. Proposals for managing data made publicly available by the National Museum of Ethnology.
Refer to the outline of the Space-Time Linguistics project at the following URL before making your proposal:
https://www.minpaku.ac.jp/assets/posts/ailec_event/64979/Project_Description_RK_YY.pdf.
- v. A summary of previous experience and accomplishments related to the job description (A4, single-spaced, one page).
- vi. Up to three documents and other materials demonstrating experience and achievements relevant to the job description (publications, past products, etc., A4, free format).
- vii. A letter of recommendation (A4, free format, in Japanese or English).

※ If any false information is found, it may lead to non-selection or disciplinary dismissal after employment.

11. Deadline:

All applications must be received by 5:00 PM, November 19, 2025.

12. Address:
Applications should be sent by registered mail to:
Recruiting Committee,
National Museum of Ethnology,
10-1 Senri Expo Park, Suita
Osaka 565-8511, Japan

Place the documents in an envelope clearly marked "Application Documents for Research Data Management." Unless requested in advance, application documents will not be returned to applicants. Requests for the return of documents must be accompanied by either a stamped, self-addressed envelope or a completed "pay on delivery" form for commercial parcel delivery. If you have difficulty sending the necessary documents by mail, please contact the Recruiting Committee.

Note on personal data:

Personal information provided in response to this public recruitment notice will only be seen by those involved in the selection process. Once a decision has been made, all personal information pertaining to individuals other than the successful candidate will be destroyed. Information about the successful candidate will be retained for administrative purposes, 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 at the National Museum of Ethnology by email.
Email: kobo-jinji@minpaku.ac.jp
*Replace "at" with @.