

Title	Support staff for administration on academic affairs
Office	Administrative office of Social Science Studies
Number of open posts	1 person
Employment period	<p>From September 1st of 2016 to March 31st of 2017  Contract may be renewed every academic year (the maximum period of employment is three years, until August 31st of 2019)</p> <p>※The office should be notified about the intention over contract renewal at least 30 days before the expiration of the contract period.</p>
Job description	<p>Assist the management of the JJ/WBGSP (Joint Japan/World Bank Graduate Scholarship Program). Work in the MPE Office (*) with the Japanese staff.  The list of specific jobs include:</p> <ul style="list-style-type: none"> <li>- Write announcements, emails, etc, in English as requested by the other staff</li> <li>- Proofreading/editing of documents, such as program brochure, academic guidelines for the students, etc.</li> <li>- Publish and distribute the MPE-PPT Newsletter twice a year (Report on recent news, e.g. graduation, alumni news; ask students to write articles about field trips and Special Topics Lectures)</li> <li>- Update and maintain the contact list of alumni</li> </ul> <p>Note (*): The MPE Office administers the JJ/WBGSP for Public Policy and Taxation, within the Department of Economics, Graduate School of International Social Sciences, Yokohama National University. The Master's program is taught in English for mid-level civil servants from developing countries. MPE stands for Master's Program conducted in English.</p>
Working hours	<p>Six hours per week (one of the five business days of the week, either from 9:00 to 16:00 or from 10:00 to 17:00)  (The date and hours will be determined through consultation between the office and the employee).  There may be additional working hours.</p>
Lunch break	From 12:45 to 13:45
Salary	From JPY 1,295 to JPY 1,825, depending on the career
Employment conditions	<p>Salary increase: none  Bonus: none  Retirement Allowance: none  Commuting allowance: to be offered  Employment Insurance: none  Social Insurance: none  Industrial injury insurance: to be applied</p>
Selection	<p>The first screening is based on the submitted documents. The second part of the selection is an individual interview with the applicant (the travelling expenses to come to the campus for the interview is to be borne by the applicant). The interview will be held in early- or mid- August. Both</p>

	Japanese and English are used during the interview.
Requirements	<p>Requirements:</p> <p>(1) Native level of English.</p> <p>(2) Advanced level of conversational Japanese and intermediate level of reading Japanese.</p> <p>(3) Able to use Word and Excel, and do emails. Computer OS is in Japanese.</p> <p>(4) Working VISA in Japan (if the applicant is a foreign resident).</p>
Documents to be submitted	<p>(1)Resume (free style / photo of the face and seal required / should be written either in English or in Japanese)</p> <p>(2)Document to certify stay eligibility if the applicant is a foreign resident (a photocopy of the Residence Card [Zairyu Card] or an original copy of the Resident Card [Jumin Hyo] )</p>
Application deadline	August 1st, 2016
Address	Tokiwadai 79-4, Hodogaya-ku, Yokohama City, 240-8501 MPE office, Graduate School of International Social Sciences, Yokohama National University
How to apply	Inscribe “Application to support staff of JJWBGSP office” on the top of the envelop. Send it to MPE office by means of ”Simplified Registration” (簡易書留, Kan’i Kakitome) service of Japan Post.
Contact	Prof. Keiichi Yamazaki, Faculty of International Social Sciences of Yokohama National University Email address: yamazaki-keiichi-zg@ynu.ac.jp