

Kyushu National Museum Recruitment Notice for Associate Fellow (Multilingual Support-English)

Kyushu National Museum

June 18, 2019

The Kyushu National Museum is hiring an Associate Fellow (Multilingual Support-English).

Interested applicants shall submit a resume (download from website) and the required documents by postal mail.

1. Job title	Kyushu National Museum Associate Fellow
2. Vacancy	1 person
3. Employment period	October 1, 2019 – March 31, 2020 *Contract is renewed on a yearly basis up to three years, and reappointment after September 30, 2022 will be on a case-by-case basis.
4. Job type	Multilingual Support (English)
5. Job description	(1) Translate descriptions of artifacts from Japanese to English (2) Proofread translations created by external vendors (3) Other multilingual support related to (1) and (2) (4) Other duties as necessary (unrelated to (1) to (3))
6. Other details	(1) Work week: Mondays to Fridays (2) Days off: Saturdays and Sundays, national holidays, annual museum inspection, New Year holiday (Dec 29 – Jan 3) (3) Hours: 09:00-17:00 (7 hours/day) Lunch break: 1 hour (12:00-13:00) (4) Annual leave: Paid annual leave provided (5) Other paid leave: Summer leave, compassionate leave *Overtime work or working during holidays may occur. *Employment details are based on “Rules on employment of National Institutes for Cultural Heritage” (独立行政法人国立文化財機構アソシエイトフェローの就業に関する規則) which can be viewed at the following URL: https://www.nich.go.jp/
7. Remuneration	(1) Annual salary (*Excluding (2)) 3,960,000 yen ~ 5,880,000 yen • Remuneration within the aforementioned range will be paid based on experience. • Salary is paid monthly in twelve installments on the 17 th of each month. (2) Other allowances (Paid where applicable) • Commute allowance (Maximum of 55,000 yen monthly), overtime compensation, paid annual leave, late shift allowance (3) Insurance: Employment insurance, health insurance, employee pension *No retirement allowance. *Employment details are based on “Rules on employment of National Institutes for Cultural Heritage” which can be viewed at the following URL: https://www.nich.go.jp/
8. Requirements	Applicants are required to possess the following: (1) Native English speaker or native understanding of English (2) Able to read, write, and speak Japanese without difficulty (3) Non-Japanese applicants should possess either a Japanese permanent resident visa or a visa that permits long-term remunerative work in Japan. (Obtaining the appropriate work visa by the starting date of employment is possible.)
9. Selection process	(1) 1 st Round: Document screening (2) 2 nd Round: The following will be conducted for the selected applicants: Written test, interview The date is scheduled to be August 28, 2019. Successful applicants will be notified of details such as location at a later date.

<p>10. Selection and notification dates of prospective hires</p>	<p>Selection result of 1st round will be finalized after August 19 while results of the 2nd round will be finalized after August 28. The applicants will be notified of the application results in writing regardless of passing status. Results of both 1st and 2nd rounds will be taken into consideration when deciding on the prospective hire.</p>
<p>11. Documents to be submitted</p>	<p>(1) Resume (download from website): Typed allowed, affix seal (if applicable) in the name column, attach a photograph (please write your name behind the photograph), printed A4 paper single-sided. (2) A list of professional accomplishments (no specified format): Typed allowed, printed A4 single-sided. (3) Include an example of English translation On a separate sheet, create a Japanese passage and an English translation (no specified format). (4) A copy of the official certification of graduation or degree completion letter. (Please provide a Japanese translation of the certificate if it is not written in Japanese.) (If you have not graduated, please provide an official document verifying the expected date of graduation.) (5) Self-addressed return envelope (Please include an envelope that can fit the application documents. Stamp is not needed.) *The documents you have submitted will be returned to you. Personal information provided will not be used for purposes other than for the job application screening. (The information provided will be managed strictly based on our corporate policy.)</p>
<p>12. Application method</p>	<p>(1) Application deadline: Must arrive by August 7, 2019 (Wednesday) 5 PM *The application document can be downloaded from Kyushu National Museum webpage. (URL: www.kyuhaku.jp) *Please indicate “アソシエイトフェロー(多言語化対応(英語))応募書類在中” in red on the envelope and submit by postal mail (in a form that confirmation of receipt can be made, like registered mail.) No hand-delivery. (2) Submit to /Contact for more information: National Institutes for Cultural Research Kyushu National Museum, General Affairs Division 4-7-2 Ishizaka, Dazaifu, Fukuoka, Japan, 818-0118 TEL: 092-918-2842 (Japanese) 独立行政法人国立文化財機構 九州国立博物館 総務課総務係 〒818-0118 福岡県太宰府市石坂4-7-2 TEL: 092-918-2842</p>

***Please note that the English version is a translation only.**