1. Job information

(1) Job Title: Researcher (Research / studies)

(2) Duties and Responsibilities:

The researcher will work at the Secretariat for International Recovery Platform (IRP) and will perform the following duties:

- Contribute to knowledge-management related work of IRP, including review and analysis of disaster recovery literature, and documentation of key data and evidence.
- Contribute substantively to knowledge product development, which may include planning, drafting, editing, and finalization of project deliverables and communication materials, coordination with external partners.
- Contribute to the planning and implementation of IRP Secretariat functions, including responses to technical requests, annual reporting, and preparation for the IRP steering committee meetings etc.
- Contribute to the planning and implementation of annual International Recovery Forum, and IRP Secretariat’s engagement in workshops and conferences.
- Represent IRP Secretariat in international forums, and public engagements when appropriate.

(3) Number of researchers to be hired: 1 (one)

(4) Qualifications:

- Acquired at least a master’s degree for relevant areas such as disaster risk reduction and management, recovery, and international development. PhD degree is preferable.
- At least three years of practical work experience in a related area.
- Published a thesis, article, research report in English in a related area.
- Ability to use PC and standard applications (Microsoft Word, Excel, PowerPoint, e-mail applications etc.)
- Ability to perform duties in English.

2. Employment period:

From 1 March, 2020 to March 31, 2020. And following the above period, from 1 April 2020 to 31 March 2021.

* Thereafter, the employment shall be renewed automatically for a further term of one year, unless either party gives the other party a notice of non-renewal at least 30 days prior to the
expiration of any renewed term of the employment. (Automatic renewal will be up to 4 times (until the end of March 2024))

3. Employment conditions

(1) Job title: Researcher, Asian Disaster Reduction Center

(2) Regular working hours: Monday to Friday, from 9:00 to 17:30
   (12:00 - 13:00: Break hour)

(3) Holidays: As a general rule, holidays are Saturdays, Sundays, national holidays in Japan, and Year-end and New Year holidays (29 - 31 December and 2- 3 January) and other holidays designated by the Center.

(4) Leave: 0 (zero) annual paid leave days for the period from 1 March to 31 March 2020
   20 annual paid leave days for the period from 1 April 2020 to 31 March 2021

(5) Salary, etc.

   ① Base salary – JPY 257,500 per month

   ② Bonuses: Will be paid in accordance with the rules and regulations of the Center.
   (for the fiscal Year 2018, the amount of the bonuses was monthly base salary x 5.5 months)

   ③ Commuting allowance and housing allowance: Will be paid in accordance with the rules and regulations of the Center.

   ④ Social insurance: Health insurance, employees’ pension plan, unemployment insurance, workers’ compensation insurance, etc.

   ⑤ There are no retirement allowance, nor periodical salary increase for this post.

   ⑥ Salary payment method: Paid on the 20th of each month (for that month’s salary).

4. Work location: International Recovery Platform (IRP) Secretariat
   DRI East 5F, 1-5-2 Wakinohama Kaigan-dori, Chuo-ku, Kobe-shi

5. Application:

The following application documents must be received by the Center by post or via e-mail no later than Saturday, 30 November 2019:
Curriculum vitae (with photo), employment history (including research achievements if any), a short essay about his or her motivation for applying for this post (400-800 words in English), list of publications such as articles, and at least one copy of article/thesis/report in relevant area (written in English). A copy of document to prove English proficiency (Eiken, TOEIC, TOEFL, IELTS, etc.) is also required for applicants who are not a native speaker of English.

(The application documents can be in either Japanese or English, except for the ones that are specifically requested to be in English above.)
6. Selection method:

Primary Screening: Assessment of the submitted application documents.

Secondary Screening: For the successful candidates of the above Primary Screening, a written test and an interview (in English) will be conducted in the period from December 2019 to January 2020.

7. How to apply:

(1) Via postal mail:
Attention to: Senior Administrative Manager, General Incorporated Foundation Urban Disaster Research Institute Asian Disaster Reduction Center
DRI East 5F, 1-5-2 Wakinohama Kaigan-dori, Chuo-ku, Kobe 651-0073

(2) Via E-Mail:
Kk-kobori@adrc.asia

8. Contact for inquiries

※ Inquiries are accepted only by emails. (Please refrain from making inquiries by telephone.)
(1) For inquiries regarding employment conditions, etc.: kk-kobori@adrc.asia
(2) For inquiries regarding job descriptions: fujishima@un.org

9. Others

From April 1, 2020, “General Incorporated Foundation Urban Disaster Research Institute Asian Disaster Reduction Center” will be renamed to “General Incorporated Foundation Asian Disaster Reduction Center”, and will continue its activities.

(End)