

## Guidelines for Applicants for Recruitment for Globalization Promotion Staff in the CiRA Foundation

<b>Job title</b>	A number of general office workers
<b>Place of work</b>	<p>Planning Promotion Office and Research and Development Section of the CiRA Foundation</p> <ul style="list-style-type: none"> <li>- 53 Shogoin Kawahara-cho, Sakyo-ku, Kyoto 606-8397, Japan</li> <li>- Access by train: 5-minute walk from Jingu-Marutamachi Station of Keihan Electric Railway</li> </ul>
<b>Job description</b>	<p>Successful applicants will belong to both the Planning Promotion Office of the Planning Department and the Research and Development Section of the Facility for iPS Cell Therapy in the CiRA Foundation and be in charge of the following operations:</p> <ul style="list-style-type: none"> <li>- General operations for promoting the spread of our iPS cells around the world</li> <li>- Attend meetings with related international organizations or tie-up partners, attend international conferences, deliver lectures at such meetings and conferences, negotiate with them, and collect related information</li> <li>- Write scientific papers</li> <li>- Operations involved in research and development mainly on the "my iPSC Project" for autologous transplantation</li> </ul> <p>Please visit the following website to find an overview of the CiRA Foundation:  <a href="https://www.cira-foundation.or.jp/e/">https://www.cira-foundation.or.jp/e/</a></p>
<b>Application requirements</b>	<p>Essential requirements: Applicants are required to</p> <ul style="list-style-type: none"> <li>- have native-level English proficiency and be able to discuss matter with non-Japanese nationals in English without difficulty,</li> <li>- have obtained a degree (MD or Ph.D),</li> <li>- have advanced scientific knowledge about iPS cells,</li> <li>- have more than 5 years of experience in research on iPS cells, and</li> <li>- be socially skilled and cooperative.</li> <li>- have Japanese proficiency at everyday conversational level.</li> </ul> <p>Desirable requirements: Desirably, applicants should</p> <ul style="list-style-type: none"> <li>- have interest in management strategies.</li> </ul>
<b>Date of the start of the job</b>	On or after July 1, 2021 (negotiable)
<b>Probation period</b>	6 months
<b>Mandatory retirement age</b>	60 years of age (We have a re-employment system to extend the retirement age to 65.)
<b>Working pattern</b>	<p>General office workers (full-time)</p> <ul style="list-style-type: none"> <li>- Salary: To be determined according to ability and career based on our standards on the payment of compensation.</li> <li>- Allowances, etc.: End-of year bonus, diligence bonus, overtime allowances, sustenance allowances, commutation allowances, housing allowances, and other allowances</li> </ul>

	<p>- Working pattern: Five-day week (Monday through Friday)</p> <p style="padding-left: 40px;">Flexitime system: Standard working hours: 7 hours and 45 minutes per day</p> <p style="padding-left: 80px;">Core time: 10:00–15:00 (includes a lunch break of 12:00–13:00.)</p> <p style="padding-left: 80px;">Flexible time: 7:00–10:00 and 15:00–22:00</p> <p>- Days off: Sundays, Saturdays, national holidays, Japan New Year holiday period, annual paid holidays, and other special holidays including summer holidays</p> <p>- Social insurance: Successful applicants will take out insurance administered by the Japan Health Insurance Association, employees' pension insurance, workers' compensation insurance, and unemployment insurance.</p>
<b>Close of application</b>	We will stop accepting applications when we have decided to employ the required number of workers.
<b>Documents to be submitted</b>	<p>Please submit the following documents:</p> <ol style="list-style-type: none"> <li>1. Resume (Use the form specified by us and attach your photo to it.) Please download the resume form from the following URL, write your educational background after your graduation from high school, work history, and other history, your address, and your email address and phone number at which we can reach you without fail. Please obtain the resume form from the following link: URL: <a href="https://www.cira-foundation.or.jp/e/recruitment-en/doc/cira_f_resume_form(ENG).xlsx">https://www.cira-foundation.or.jp/e/recruitment-en/doc/cira_f_resume_form(ENG).xlsx</a></li> <li>2. Resume of work experience (in any form)</li> <li>3. It is desirable to submit a letter of recommendation (Submit if any).</li> </ol> <p>* During the selection process, we may ask you to provide additional information.</p>
<b>Address for submission of documents and contact</b>	<p>Submit these documents to the following address by mail or to the following email address by email:</p> <p style="padding-left: 40px;">53 Shogoin Kawahara-cho, Sakyo-ku, Kyoto 606-8397, Japan</p> <p style="padding-left: 80px;">General Affairs Office of the CiRA Foundation</p> <p style="padding-left: 80px;">E-mail: recruit*cira-foundation.or.jp (Change * to @.)</p> <p style="padding-left: 80px;">TEL: 075-761-3361</p> <p>- Please make sure to enter or write "Application for globalization promotion staff" in the subject line or on the envelope.</p> <p>- If you have any questions about the job description or employment conditions, please contact us at the above-mentioned email address (using the specified subject line).</p>
<b>Method of selection</b>	<p>We will examine the application documents and then interview candidates who passed the examination. Applicants will be notified of the date and time and other details of the interview by email or in writing at a later date (You will be liable for your own transportation and accommodation expenses). As soon as a decision is made, the examination result will be sent to the applicant in writing or to his/her email address.</p>
<b>Other information</b>	<p>Submitted documents are used only for the examination for employment. None of them will be disclosed, transferred, or lent to third parties without justifiable grounds for doing so. Please note that application documents will not be returned in principle.</p>