

Okinawa Institute of Science and Technology
(IT Section Administrative Staff)

The Okinawa Institute of Science and Technology (OIST) is an Independent Administrative Institution established by the Government of Japan. Its aim is to establish a world-class university of science and technology in Okinawa. English will be the language of instruction and a large segment of the faculty and student population will be international. Currently, 35 Principal Investigators and a total of more than 200 scientists, students, and research support staff are located in OIST facilities in Uruma and Onna, Okinawa. We seek an IT Section Administrative Staff.

Position:

IT Section Administrative Staff, Common Resources Group

Working Location:

Uruma-shi or Onna-son, Okinawa, Japan

Onna-son, Okinawa, Japan

Responsibilities:

1. Support researchers and staff with English communication and translation
2. Perform bilingual help desk support
3. Create and modify documents
4. Support IT section procurement work
5. Manage software license

Qualifications:

1. Excellent written and verbal communication skills in both English and Japanese
2. Working knowledge of documentation, software license and maintenance

Term:

Full-time, fixed term appointment for 2 years contract initially with 1 month probationary period. This contract may be renewed and has a potential for permanent employment

Compensation:

In accordance with the OIST Employee Compensation Regulation

Benefits:

Annual paid leave, summer holidays, social insurance (shakai-hoken) includes health insurance, welfare pension insurance, commuting allowances and relocation

Submission Documents:

- 1) Curriculum vitae in both English and Japanese, including response to requirements for Responsibilities and Qualifications.
- 2) Cover letter in both English and Japanese
- 3) Names and contact information for 3 references

Starting Date:

October 1, 2011

Application Due Date:

Applications deadline will continue until the position is filled.

Application Address:

Please submit all required application materials by email to:
recruiting#oist.jp

(Please replace # with @ before using this email address)

Or send documents via post mail to:

Recruiting, Human Resources,
Okinawa Institute of Science and Technology
1919-1, Onna, Onna-son, Okinawa 904-0412, Japan

* OIST is an equal opportunity, affirmative action employer and encourages applications from women.

*Information provided by applicants will be kept confidential. Documents will not be returned and prospective candidates may be notified for further information

*Further details about the Institute can be viewed on our website (www.oist.jp)