

Academic Policy Researcher/University Research Administrator (URA) Position
Institute for Protein Research, the University of Osaka

Outline	<p>Institute for Protein Research will establish the Institute Strategy Office on July 1, 2026, with the aim of promoting activities necessary for:</p> <p>(1) the management, strategic planning, and future vision of the Institute;</p> <p>(2) the promotion of Joint Usage/Research Center activities and international collaboration;</p> <p>(3) planning related to strengthening research capabilities and developing research infrastructure;</p> <p>(4) the promotion of industry–government–academia collaboration, public relations, and social engagement activities; and</p> <p>(5) other matters related to the Institute’s management strategy and functional enhancement.</p> <p>Accordingly, the Institute is seeking a full-time Academic Policy Researcher/University Research Administrator (URA) to support strategic planning and management initiatives led by the Director, Deputy Directors, Center Directors, and Division Heads who constitute the Institute Strategy Office.</p>
1. Position	Academic Policy Researcher
2. Number of Positions	1 (One)
3. Affiliation	Institute for Protein Research (Institute Strategy Office)
4. Work Location	Suita Campus (3-2 Yamadaoka, Suita-City, Osaka, Japan)
5. Specialized Field	Applicants should have a scientific background
6. Responsibilities	<ul style="list-style-type: none"> · Duties related to the activities described above · Investigation and analysis of academic policies and trends in research funding at central government ministries and agencies · Support for executive decision-making by the University and Institute leadership, including surveys, evaluations, reporting, and interviews/hearings
7. Qualifications	<p>[Essential]</p> <p>Applicants must have:</p> <p>(1) A doctoral degree or equivalent professional expertise and/or achievement in the above field/s</p> <p>(2) Excellent academic policy research achievements in the related field/s</p> <p>(3) Business level or above Japanese and English language proficiency</p>
	<p>[Preferred]</p> <p>Applicants should have experience as a University Research Administrator (URA) at a university or a research institution.</p>
8. Starting Date	July 1, 2026 (or as soon as possible thereafter)
9. Term of Employment	No Fixed Term (Until the end of the fiscal year at 65 years of age)
10. Probationary Period	6 months
11. Employment Type	<p>Based on “6. Regulations Pertaining to Working Hours, Holidays and Leave for National University Corporation Osaka University Staff”</p> <p>https://www.osaka-u.ac.jp/en/guide/information/joho/kitei_shugyou.html</p> <p>*The Discretionary Labor System, Special Work Type will be applied with the applicant’s consent. (deemed working hours: 8 hours a day)</p>

12. Salary and Benefits	<p>Based on “18. Salary Regulations for National University Corporation Osaka University Staff Subject to New Annual Salary System” https://www.osaka-u.ac.jp/en/guide/information/joho/kitei_shugyou.html</p> <p><u>In some cases, Retirement Allowance may not be paid, and Special Bonus may be paid instead, based on the 21. Special Regulations Pertaining to the Salary and Retirement Allowance for National University Corporation, the University of Osaka Special Case Staff.</u> https://www.osaka-u.ac.jp/en/guide/publications/kitei_shugyou</p>
13. Insurance	<p>Medical insurance and employee’s pension insurance of the Federation of National Public Service Personnel Mutual Aid Associations, Employment Insurance and Industrial Accident Compensation Insurance</p>
14. Application Documents	<p>Applications must be written in English or Japanese and include the following</p> <ol style="list-style-type: none"> 1. A Curriculum Vitae *Please use the university form for educational/research positions available at the following website. https://www.osaka-u.ac.jp/en/news/employ/links 2. Record of achievements in research, and URA-related activities, or a list detailing professional experience 3. Summary of research projects in which the applicant has been involved, planned, or supported (Please prepare one PowerPoint slide per project, clearly describing the project period, the applicant’s role, outputs, and achievements. Applicants will be asked to present and explain these materials during the interview.) 4. Statement of aspirations and plans for duties after appointment (within one A4 page) 5. Names, affiliations, and contact information of two references available for inquiry <p>*Personal information in the application documents will only be used for the purpose of screening and hiring procedures, and will not be disclosed to any third party.</p>
15. Sending Address and Contact Information	<p>The application documents from 1 through 5 should be combined into one PDF file. Please send it to the below e-mail address (with full security countermeasures). The subject line should be: “Application for URA in the Institute Strategy Office at the IPR”.</p> <p>tanpakuken-syomu [at] office.osaka-u.ac.jp (Please replace [at] with @.)</p> <p>Contact Person: Prof. Genji Kurisu, Director of IPR Tel: +81-6-6879-8604 E-mail: genji.kurisu.protein [at] osaka-u.ac.jp (Please replace [at] with @.)</p>
16. Application Deadline	<p>June 26, 2026, Friday (Japan Standard Time) or until the position is filled</p>
17. Selection Process	<p>Document screening will be followed by interviews. Selected applicants will be notified. *Travel and accommodation expenses necessary for interviews are to be covered by the applicant. For applicants residing overseas, the applicant may request an online interview. *Please note that unsuccessful applicants will not be contacted.</p>
18. Additional Information	<p>Concerning work conditions other than the above-mentioned, please refer to “3. Work Regulations for National University Corporation Osaka University Staff” and/or related regulations. https://www.osaka-u.ac.jp/en/guide/information/joho/kitei_shugyou.html</p> <p>Please note the above-mentioned work conditions are as of the day this employment offer is posted, and subject to change. After employment, the affiliation, work location, and responsibilities may be subject to change within the limits set by the University.</p>

	<p>“Deemed exports” related to security export control are based on “Regulations Pertaining to Security Export Control”.</p> <p>Rules and Regulations – The University of Osaka</p> <p>We also particularly encourage applications from female candidates. The University of Osaka is committed to promoting gender equality and providing various supports for female academic staff members.</p> <p>https://www.di.osaka-u.ac.jp/</p> <p>* The University of Osaka campuses and related facilities are smoke-free, except for designated areas.</p>
19. Recruiter	The University of Osaka