

## Specialist Technical Staff of Information Security Office, Dept. of Fundamental Cell Technology

<b>Position</b>	One Specialist Technical Staff (Specially Contracted Limited-Term staff)
<b>Work location</b>	<p><b>Information Security office</b>, Dept. of Fundamental Cell Technology, Center for iPS Cell Research and Application (CiRA), Kyoto University</p> <p>53 Kawahara-cho, Shogoin, Sakyo-ku, Kyoto</p> <p>※5-min walk from Jingu-marutamachi Station of Keihan Electric Railway</p>
<b>Job description</b>	<p>He/she will take charge of the following work related to computer system management in collaboration with other office members and subcontract SEs, under the supervision of the head of the Information Security Office (ISO), Dept. of Fundamental Cell Technology:</p> <ul style="list-style-type: none"> <li>▪ Computer system management</li> <li>▪ Security incident response</li> <li>▪ Maintenance of network hardware, LAN cabling and installation and maintenance of various IT devices</li> <li>▪ Development of various research support tools</li> </ul> <p>“Act for the Promotion of Science, Technology, and Innovation” will be applied to the successful candidate.</p> <p>For details of our institute, please visit the site: <a href="http://www.cira.kyoto-u.ac.jp/e/index.html">http://www.cira.kyoto-u.ac.jp/e/index.html</a></p>
<b>Job requirements</b>	<ul style="list-style-type: none"> <li>▪ He/she has a master degree of informatics or related discipline, or equivalent capabilities.</li> <li>▪ He/she has advanced expertise and abundant job experience regarding information management and cyber security.</li> <li>▪ He/she understands fundamental commands of Linux and Windows and can securely maintain computer systems in collaboration with vendors of the systems.</li> <li>▪ He/she is proficient in coding in python, shell scripts, etc.</li> </ul> <p><b>【Desired capabilities】</b></p> <ul style="list-style-type: none"> <li>▪ He/she has aspirations and desire to learn new skills.</li> <li>▪ He/she can send out and gather IT related information in English, although his/her nationality does not matter.</li> <li>▪ He/she can actively communicate with other staffs.</li> <li>▪ He/she can engage in the work in a cheerful and cooperative attitude.</li> </ul>
<b>Contract period</b>	<p>On and after the day the candidate takes the position ~ 31 March, 2023 with a possibility of renewal for a maximum of 10 years.</p> <p>When the contract term has expired, the employment contract terminates. Renewal of the contract at the expiration of a fixed-term employment contract is decided by comprehensive evaluation of your work performance, behavior, capabilities, etc. Working conditions may be changed at the renewal of contract. No matter how excellent your work performance, behavior, and capabilities have been, there</p>

	are cases in which the contract is not renewed on account of unavoidable reasons, such as change of financial status, or loss of the job contents specified above due to the reorganization, etc.
<b>Probational period</b>	6 months
<b>Working conditions</b>	<p>Kyoto University specialist technical staff (full-time, annual salary system)</p> <ul style="list-style-type: none"> <li>• Salaries are determined based on the Kyoto University standards depending on capabilities and backgrounds.</li> <li>• Annual salary includes various allowances.</li> <li>• Working time: 5 days a week (Monday to Friday), 7-hour and 45-minute a day (8:30am~5:15pm (12:00pm~13:00pm lunch break) )</li> <li>• You may be ordered to work overtime as needed. (Overtime allowance will be provided.)</li> <li>• Holidays: Saturdays, Sundays, national holidays, summer break, year-end and new-year break, the anniversary of foundation holiday, and paid holidays</li> <li>• MEXT Mutual Association of Health Insurance, employee pension insurance, industrial accident compensation insurance, and employment insurance</li> </ul>
<b>Deadline for application</b>	The recruitment will be closed when the position is filled.
<b>Documents to be submitted</b>	<p>Please submit the following documents:</p> <ol style="list-style-type: none"> <li>1. Curriculum vitae (Designated form/ Please attach your face photo on the CV.) Write the email address and telephone number by which we can unfailingly contact you. Download the designated CV form at: <a href="http://www.cira.kyoto-u.ac.jp/e/employment/img/doc/Resume_Form.xls">http://www.cira.kyoto-u.ac.jp/e/employment/img/doc/Resume_Form.xls</a></li> <li>2. History of job experience (in any format)</li> <li>3. Write name(s) and contact information of one or two referee(s) whom we can ask about your background or experience related to the work, if possible. (in any format)</li> </ol> <p>※Additional information may be requested in the process of screening.</p>
<b>Contact</b>	<p>Please send application documents to the following address by postal mail or e-mail.</p> <p>Information Security Office Center for iPS Cell Research and Application, Kyoto University 53 Kawahara-cho, Shogoin, Sakyo-ku, Kyoto 606-8507 JAPAN E-mail : iso-q*cira.kyoto-u.ac.jp (Please change “*” to “@”.) TEL: 075-366-7046</p> <ul style="list-style-type: none"> <li>• Please be sure to write “Application documents for Specialist Technical Staff of Information Security Office” on the envelope or in the subject line of the e-mail.</li> <li>• If you make inquiries about job specifications or working conditions, please contact us at: iso-q*cira.kyoto-u.ac.jp (Please change “*” to “@”), mentioning in the subject line as: “Re: Recruitment of Specialist Technical Staff of Information Security Office”</li> </ul>
<b>Selection method</b>	An interview will follow the screening of application documents. Those who have passed the screening will be informed of the date and time of the interview via e-mail or in writing (Interviewees will bear their transportation and accommodation expenses for the interview.)

	Results will be informed via e-mail or in writing as soon as the decision is made.
<b>Gender equality</b>	Kyoto University is promoting the gender equality. Woman researchers are encouraged to apply.
<b>Others</b>	<p>Submitted documents shall be used just for the selection, and never be disclosed, transferred, or lent to the third party without due reasons.</p> <p>Please be advised that submitted documents shall not be returned.</p> <p>Kyoto University is working to prevent passive smoking, by prohibiting indoor smoking on all campuses and also outside smoking except in designated areas.</p>
<b>We are looking forward to your application.</b>	