

RECRUITMENT CALL
for
Researcher on Plastic Issues and Circular Economy

The Institute for Global Environmental Strategies conducts interdisciplinary policy research to promote sustainable development in the Asia-Pacific region. IGES has been expanding its research and operations to create impacts in society, as well as developing networks of research institutes and stakeholders.

We open the following position.

I. Position now Open

Sustainable Consumption and Production Area (SCP)

Researcher (Professional Staff): 1

(Position Outline)

IGES Sustainable Consumption and Production Area (SCP) contributes to the actions of the governments, business, and civil society toward enabling sustainable consumption and production through conducting divers researches and leading international programmes and projects.

In particular, IGES aims to strengthen its research capacity on plastics and circular economy for ASEAN and South Asian countries to contribute to the further accelerated response to the plastic issues in the region. To this end, IGES established an institution-wide taskforce on plastic comprising staff members from different units.

IGES calls for a researcher (professional staff) working on the plastic issues and circular economy.

(Duties and responsibilities)

The new researcher will work for the following tasks.

1. Support the director of SCP Area for overall coordination of IGES-wide Taskforce on Plastics.
2. Conduct research on plastics and circular economy focusing on the following topics.
 - a. Analyse international policy trend on plastics and circular economy, particularly in ASEAN countries and South Asian countries
 - b. Analyse technology trend on plastics and circular economy, particularly in ASEAN countries and South Asian countries.
3. Publication of research outputs from the above analysis.
4. Supporting the director of SCP Area in planning and implementing projects for prevention of leakages of plastic waste to the environment, particularly

to the ocean.

5. Supporting the director of SCP Area in planning and coordinating a new programme/projects, including fund-raising with Director of SCP, in relation to plastics and circular economy.

For the above tasks, the new researcher will be required to collaborate closely with partners such as UN agencies, aid agencies, regional organisations, national and local governments, business, and civil society organisations.

(Required qualifications and skills)

An applicant is required to have the following experiences or skills.

- (Required) A Master's Degree or higher in Social or Natural Sciences
- (Required) More than 5 years of experience (in total) of programme/project coordination and implementation in the field of sustainable development or environmental sciences
- (Required) Experience in contributing or coordinating the research publication on sustainable development
- (Required) Ability to work and communicate in a multi-cultural team
- (Required) English writing, discussion, and presentation skills

- (Optional) Experience of project/programme coordination or research in the fields of Sustainable Consumption and Production, Resource Efficiency, Circular Economy, Material Sciences, Life-Cycle Assessment will be highly evaluated.
- (Optional) Experience in the Asia-Pacific region will be highly evaluated.
- (Optional) Proficiency in Japanese will be highly evaluated.

II. Conditions

1. Salary and Benefit Schemes:

- Annual Salary
- Salary is determined based on the responsibilities and assignments in accordance with the IGES Regulations on Remuneration, taking into consideration the applicant's expertise, experience, responsibilities and achievements from his/her previous work.
- The performance for the year is reflected by a bonus and/or other form.
- Twenty days paid leave is provided per fiscal year.
- Special holidays including summer holidays as well as other leave, such as sick leave, are provided in accordance with internal rules.
- Insurance (*health, employee pension, unemployment and workers' accident compensation*) is partly covered by IGES.
- Allowances are provided such as *commuting allowance, housing (rent) allowance, retirement allowance, etc.*

- Transportation expenses for appointment relocation will be covered by IGES in accordance with IGES Regulations.

2. Employment Period

- Employment period for staff without tenure status is up to the end of the 7th Phase period¹ (end of June 2021).
- Contract renewal is dependent on performance.
- Starting date is negotiable
- A probationary period of six months is applicable for all staff members.
- Retirement age/Age limit of fixed-term contract: 60 years old

3. Place of Work

IGES Headquarters
2108-11 Kamiyamaguchi, Hayama,
Kanagawa, 240-0115 Japan
<http://www.iges.or.jp/en/access/index.html>

4. Other Conditions

- Type of employment: Full-time
- Hours of work: *Discretionary Work System* (see **Annex 1**).
- Holidays: Saturdays and Sundays, the end and the beginning of the year (29, 30, 31 of December and 1, 2, 3 of January) and national holidays
- Health conditions: The applicant should be in good health, physically and mentally.
- Mission Travel: The applicant should be capable of traveling for missions (abroad as well as within Japan). Frequency of travel expected is dependent on responsibilities. Frequent travel is expected for most professional staff members in the research and operation units.

III. How to Apply

- Please fill in the IGES Application Form in English and submit it to the HR Team <recruit-iges7phase@iges.or.jp> together with the requisite documents as advised below.
IGES will ONLY accept applications using the IGES Application Form.
Please do NOT apply through any automatic job application systems.
<http://www.iges.or.jp/jp/employment/index.html>
- Application documents are not returnable.
- Short-listed candidates may be requested to submit additional documents.

1. Document to submit

- Application Form
- Two recent publications, academic papers, etc.

¹ IGES conducts research activities along the Integrated Strategic Research Programme which is developed by each phase of four years, and currently we are in the 7th Phase period.

- Self-introduction in English (please describe how you can contribute to the position within 500 words)

2. References

A reference letter from one supervisor of the applicant, either for their current or previous positions, to be sent directly from the referees to the application e-mail address. recruit-iges7phase@iges.or.jp by the submission deadline specified below.

3. Application Submission Deadline: 24 November 2019

Please note that IGES will begin processing the applications in the order that they arrive, so early submission of your application is highly recommended. When a position is filled, IGES will close the recruitment of the position even during the recruitment process.

4. Process of screening

After screening the application materials, only short-listed applicants will be contacted for interviews (face-to-face or via Skype/phone).

Successful applicants will be selected and notified after the interviews.

IGES may contact referees when the applicant is shortlisted.

5. Inquiries

Human Resource Team (HR), Strategic Management Office at IGES Headquarters

E-mail enquiries only: recruit-iges7phase@iges.or.jp

Annex 1

Discretionary Work System in Japan

The discretionary work system is a system introduced in Japan whereby working hours are calculated not by the actual hours worked but by the hours required to perform the job (“presumed working hours”). This system was introduced for selected types of specialists (including researchers) who are allowed to arrange their working hours at their discretion and in return their performance are to be evaluated by their delivered products or services. IGES introduced this system in 2003 for researcher positions.

At IGES, the presumed working hours are 7.5 hours per day excluding one hour for lunch. Under this system, staff are considered as fulfilling the 7.5 hours-worth of work as long as each staff completes his or her work and responsibilities in their designated work place under the guidance or instructions of supervisors regardless of working hours. As part of their responsibilities, unless on a mission, staff will be regarded as absent from work if he or she does not come to the designated work place.