



## *Job Description of*

### *The IAU Office for Astronomy Outreach*

#### *International Outreach Officer (IOO)*

#### **1. Overview**

The IAU OAO International Outreach Officer (IOO) fills a full-time position. He/She will support the IAU OAO activities, hosted by the National Astronomical Observatory of Japan (NAOJ), located at the Mitaka Campus, Tokyo, Japan. The IAU OAO is funded by the IAU and the NAOJ and is a global hub for coordinating IAU's public outreach activities around the world. The IAU OAO acts as the central global "communication point", as a facilitator for best practices, providing guidance and delivering regular information about astronomy and astronomy communication, ongoing public outreach and related activities. The IAU OAO also supports the international activities of NAOJ Public Relations Center.

#### **2. Supervision**

The position will be supervised by the IAU OAO Director and the Supervising Director of OAO based at the NAOJ Public Relations Center.

#### **3. Term**

The term of the IOO position is three years, including an initial probationary period of 6 months, and renewable for an additional two years upon recommendation by the Supervising Director of the IAU OAO, under the standard employment procedures of the NAOJ.

#### **4. Responsibilities and Duties**

The successful IOO candidate will play a unique role in the following activities:

- (1) To work as a Project Manager of designated IAU Outreach Global Projects and other IAU Outreach programmes.
- (2) To work in Editorial Managing tasks of the Communicating Astronomy with the Public (CAP) Journal.

By demonstrating the following skills in his/her daily duties:

- Experience in project management of international projects.
- Experience in working and communicating with astronomical and/or outreach/education communities.
- Excellent teamwork and interpersonal skills while working in multicultural teams.
- Fluent in written and spoken English.
- An honours degree or equivalent in astronomy or a closely related field.
- Skills in written, visual and verbal communication.
- Good computer skills (e.g. Word, Excel, Powerpoint, Microsoft 365, Google Workspace), knowledge of design tools (e.g. Photoshop, InDesign, Illustrator) and willingness to learn new ones.
- Demonstrable good time management.

In addition, the successful IOO candidate is expected to perform NAOJ's international relations works assigned by the Supervising Director of the OAO. This position involves the applicant undergoing regional and intercontinental travels.

### **5. Employment Condition**

The job title at NAOJ will be "Senior Specialist" (full-time position). Working days are 5 days a week (Monday through Friday) with Saturday and Sunday, national holidays, year-end and new year holidays (from December 29 through January 3 of the next year) off. Working hours are from 8:30 am (start of working hours) to 17:15 (closing of working hours) including a 60-min lunch break each day. The total working hours will be 38.75 hours a week. The expected annual salary of this position would be about 4.5-5.2 million Japanese Yen, depending on the appointee's experiences. Salary will be reviewed every fiscal year according to the results of performance reviews. Additional allowances like overtime allowance, commutation allowance, and travel allowance shall be provided under the NINS internal rules and regulations (NINS: National Institutes of Natural Sciences managing NAOJ). Health insurance, pension insurance, unemployment insurance, and industrial accident insurance shall be provided. Paid days off (annual leave, summer holidays, bereavement leave, etc.) shall be provided. Smoking is prohibited on the premises excluding designated outdoor smoking areas.

### **6. Location**

The position will be located at the IAU OAO, within the NAOJ Public Relations Center, 2-21-1 Osawa, Mitaka, Tokyo, Japan.