

Job Description of IAU OAO Director

1. Overview

The IAU OAO Director 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 and the NAOJ fund the IAU OAO and is a global hub for coordinating IAU's public outreach activities worldwide. 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 the NAOJ.

2. Supervision

Steering Committee and a daily work Senior NAOJ Staff will supervise the position,

3. Term

The term of the IAU OAO Director position is three years, including an initial probationary period of 6 months, and renewable for an additional two years upon recommendation by the Steering Committee and a daily work Senior NAOJ Staff Supervising Director of OAO, under the standard employment procedures of NAOJ. Fixed-term contract employees whose contracts exceed five years may convert to an employment contract with no fixed term if the employer is willing to do so and approves.

4. Responsibilities and Duties

The successful IAU OAO Director candidate will play a unique role in the following activities:

1. To coordinate and support worldwide efforts to enhance public knowledge, appreciation and education of astronomy and related sciences.
2. To promote public awareness of the IAU activities and coordinate and manage the IAU international outreach campaigns.
3. To maintain and coordinate the IAU network of National Outreach Coordinators (NOC), who are responsible for implementing the proposed IAU outreach initiatives at the national level and maintaining the relationship with the national communities of amateur astronomers.
4. To manage the Communicating Astronomy with the Public (CAP) Journal and Conference.
5. In addition, the successful OAO Director candidate is expected to perform NAOJ's international relations works assigned by the Supervising Director of the OAO.

5. Employment Condition

The job title at NAOJ will be "Senior Specialist" (full-time position). Working days are five 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 following 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 is 4.5-5.2 million Japanese Yen, depending on the appointee's experience. Salary will be reviewed every fiscal year according to the results of performance reviews. Additional allowances like overtime allowance, commutation allowance, and travel and relocation costs shall be provided under the NINS internal rules and regulations (NINS: National Institutes of Natural Sciences managing NAOJ). Health insurance, employee pension, employment, 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 at the IAU OAO, within the NAOJ, 2-21-1 Osawa, Mitaka, Tokyo, Japan.