



**Okinawa Institute of Science and Technology**  
**Research Safety Section Staff**

The Okinawa Institute of Science and Technology Graduate University (OIST) will become a model for change in education and research with the best international graduate students, working side by side with world-class faculty in modern well-equipped laboratories. Beautifully situated on the island of Okinawa, OIST relies on a cross-disciplinary approach, with an emphasis on creativity and exchange, to offer unique, individualized graduate training. OIST is a university with no departments, eliminating artificial barriers between people working in different fields, but many nationalities, with students and faculty being attracted from all over the world. Concentrating initially on Neuroscience, Molecular Sciences, Mathematical Sciences, Environmental and Ecological Sciences and Physical Sciences, OIST is bringing some of the best brains in the world to Okinawa to transform the way science and education is done in the global academic world.

**Position summary:**

The position will manage and support to research activities so that the research and experiment at OIST are implemented safely and legally. She/He is expected not only to be involved in the safety of physics and engineering science such as experiments using laser, high-pressured gas or machine, but also to contribute overall research safety management at OIST.

**Position:**

Research Safety Section (Specialist, depending on the candidate's career and experience)  
Research Safety Section

**Working Location:**

Onna-son, Okinawa, Japan

**Responsibilities:**

1. Secretariat of the laser safety advisory committee and other relevant committees, and document management of the committees.
2. Advice, instruction and support on the physics experiment and other research safety.
3. Planning and implement of activities regarding physics experiment and other research safety, and the physics laboratory construction.
4. To draft rules, manuals, instructions and other documents regarding physics experiment



and other research safety.

5. Procurement and contract procedures for goods and services related to research safety
6. Document preparation for internal decision-making and application/notification to authorities
7. WEB pages update

**Qualifications:**

**(Required)**

1. Experience and knowledge in physics experiment, other research field or research safety
2. Excellent communication and negotiation skills.
3. Business level Japanese and English skill.
4. PC skill, MS Word, Excel, Power Point and other general applications.
5. Ability to understand Japanese laws and regulations accurately
6. Bachelor degree in science or engineering

**(Preferred)**

1. Experience and knowledge in high voltage, high magnetic field, microwave, laser, compressed gas, high-torque motor, particle beam, X-ray, chemicals or radiation.

**Term:**

Full-time, fixed term appointment for 2 years. Contract initially with 3 month probationary period (inclusive). This contract may be extended and has a potential for permanent employment.

**Working hours:**

Flexitime (core time 10:00-15:00) 7.5hrs per day,  
(Multiplied by prescribed working days per month)

**Compensation:**

In accordance with the OIST Employee Compensation Regulations

**Benefits:**

- Relocation, housing and commuting allowances
- Annual paid leave and summer holidays
- Health insurance (Private School Mutual Aid <http://www.shigakukyosai.jp/en/index.html/>), welfare pension insurance (kousei-nenkin), worker's accident compensation insurance (roudousha-saigai-hoshou-hoken)



**Submission Documents:**

Curriculum vitae in both English and Japanese

**Starting Date:**

As early as possible

**Application Due Date:**

Applications deadline will continue until the position is filled.

**Application Address:**

Please submit all required application materials by email to:

recruiting#oist.jp

(Please replace # with @ before using this email address)

Or send documents via post mail to:

Recruiting Team, HR Management Section

Okinawa Institute of Science and Technology Graduate University

1919-1, Onna, Onna-son, Okinawa 904-0495, Japan

\* OIST is an equal opportunity and affirmative action employer.

\*Information provided by applicants or references will be kept confidential, documents will not be returned. All applicants will be notified regarding the status of their applications.

\*Further details about the University can be viewed on our website ([www.oist.jp](http://www.oist.jp))