

**Research Institute for Languages and Cultures of Asia and Africa**  
**Tokyo University of Foreign Studies**  
**Call for Applications (Modern History/Area Study of the Middle East)**  
**2025-03-25**

**1. Position:**

Assistant Professor

**2. Affiliation:**

Research Institute for Languages and Cultures of Asia and Africa (ILCAA)

**3. Place of work:**

Upon hiring:

Fuchu Campus, Tokyo University of Foreign Studies (TUFS), 3-11-1 Asahi-cho, Fuchu-shi, Tokyo

Future changes:

None

**4. Job description:**

Upon hiring:

(a) Research on Asia (excluding Japan) and/or Africa.

(b) Administrative duties for ILCAA.

Future changes:

Upon obtaining tenure, responsibilities will expand to include graduate-level teaching and additional administrative duties at TUFS.

**5. Rank & title:**

Assistant Professor (Five-year fixed-term appointment)

(Note that this is a tenure-track position. The appointee may apply for a tenured Associate Professor position after three years of service.)

**6. Qualifications:**

- a) Applicants must have a strong academic achievement in modern history or area studies in the Middle East and must have conducted research based on primary sources in local languages

(Preference will be given to Arabic).

- b) Applicants must hold a doctorate or be expected to obtain one by the date of appointment.
- c) Applicants must demonstrate a strong research connection to the Middle East.
- d) Applicants must be capable of advancing ILCAA's core research activities.
- e) Applicants must exhibit the ability to plan and lead innovative, cutting-edge joint research projects.

\* Simultaneous applications for the "Cultural Anthropology" of ILCAA are accepted. The required documents must be submitted separately.

### **7. Scheduled start date:**

April 1, 2026

However, a later start date may be considered for candidates with valid reasons.

### **8. Employment conditions:**

a) Salary:

Compensation follows the annual salary system, based on work experience, performance, and other factors. The salary is divided into 12 monthly payments, with tax and co-payment of social insurance premiums (employment insurance premiums and mutual aid association premiums) deducted.

b) Work Hours:

A discretionary labor system applies, equivalent to 38 hours 45 minutes per week (7 hours 45 minutes per day).

c) Holidays & Leave:

These are granted in accordance with the Employee Working Hours and Leave Regulations of TUFS.

Holidays: Generally, Saturdays, Sundays, national holidays, and year-end and New Year holidays (December 29 - January 3). However, you may be required to work on some of these holidays for work-related reasons.

Leave: Includes annual paid leave, sick leave, and special leave.

d) Social Insurance:

Includes coverage under the Ministry of Education, Culture, Sports, Science and Technology Mutual Aid Association, Employees' Pension Insurance, Employment Insurance, and Workers'

Compensation Insurance.

e) Trial Period:

Six months

f) Retirement Allowance:

Eligible

g) Other conditions:

All other employment terms are in accordance with the rules and regulations of TUFS.

### **9-1. Documents required for application (A):**

\* All documents must be submitted in PDF format, with the applicant's name included in the filename.

a) Cover Letter (Specify "Middle East")

The cover letter must include the applicant's contact information, including postal and email addresses.

b) Applicant's CV with an attached ID photograph.

The CV should include details on the languages that the applicant can use for conducting research.

c) Document(s) verifying the applicant's doctoral degree or confirming the submission of their doctoral thesis.

d) Statement of research experience

Format: A4 size, horizontal writing, maximum 4,000 characters in Japanese or 1,600 words in English.

The statement should outline the applicant's research career, including any previous affiliations or connections with academic institutions in the Middle East and/or with those outside of the Middle East that conduct research about that region. The statement should also describe any previous and/or current participation in joint research at ILCAA.

e) Research Proposal

Format: A4 size, horizontal writing, maximum 4,000 characters in Japanese or 1,600 words in English.

The proposal must include the following two plans:

- 1) A joint research project that the applicant intends to organize at ILCAA.
- 2) Research activities within ILCAA's Core Project "Field Archiving of Memory: Dynamics of Cooperation in Muslim Society."

For further details about the joint research projects at ILCAA, refer to the ILCAA website (<http://www.aa.tufs.ac.jp/en>). Information regarding the core project "Field Archiving of

Memory: Dynamics of Cooperation in Muslim Society” can be obtained from the project website (<https://fam.aa-ken.jp/en>).

- f) Complete list of publications
- g) Two References

Provide the name, affiliation, and contact information of two researchers who can serve as references.

## **9-2. Document required for application (B):**

Three selected published works (including book chapters) in PDF format, with the applicant’s name included in the filenames.

## **10. Selection process:**

After an initial screening of the application documents, shortlisted candidates will be invited for an in-person interview, at ILCAA.

Interview date: Sunday, July 6, 2025.

Shortlisted candidates will be notified by the end of June 2025.

Note: Travel expenses for the interview will not be reimbursed.

## **11. Notification of results:**

Early November 2025

## **12. Application procedure:**

- a) Applicants must complete both steps (i) and (ii).

Deadline: 23:59 (JST) on Friday, May 30, 2025.

All application documents must be uploaded as a ZIP file containing the required PDFs.

- (i) Complete the Registration Form for the ILCAA Recruitment (Middle East) <https://sanda.tufs.ac.jp/kenkyu/recruitment-aa2e/> and upload Documents (A).
- (ii) Upload Documents (B) via the Submission Form (accessible via the Registration Form or the confirmation email received after completing the Registration Form).

- b) After uploading Documents (A) and (B), applicants will receive an email confirmation from ILCAA.

If confirmation is not received within one week, applicants should contact [jinja-aa@tufs.ac.jp](mailto:jinja-aa@tufs.ac.jp).

### **13. Inquiries:**

Email: [jinji-aa@tufs.ac.jp](mailto:jinji-aa@tufs.ac.jp)

- Questions regarding the application process will be accepted only via email.
- If no response is received within three business days (excluding Saturdays, Sundays, and public holidays), applicants should resend their inquiry.
- Phone inquiries will not be accepted.

### **14. Miscellaneous:**

- a) ILCAA strictly follows confidentiality regulations and will handle applicants' personal information securely. The collected information will not be used for purposes outside the selection process.
- b) The university promotes gender equality.
- c) Smoking policy: Smoking is prohibited on university premises (designated outdoor smoking areas are available).