

**Research Institute for Languages and Cultures of Asia and Africa (ILCAA)**  
**Tokyo University of Foreign Studies (TUFS)**  
**Call for Applications (History of the Middle East)**  
**2023-03-23**

**1. Position: One full-time faculty staff.**

**2. Affiliation and place of work: Research Institute for Languages and Cultures of Asia and Africa (ILCAA).**

**3. Job Descriptions: Research on Asia (excluding Japan) and/or Africa.**

**4. Rank:**

Assistant professor with a five-year limited-term appointment. (Note that this is a tenure-track position. The appointee will be eligible to apply for a tenured associate professor position after three years of service.)

**5. Qualifications:**

- a) Applicants must have outstanding achievements in the history of the Middle East, make research on primary sources written in local languages and are able to contribute to developing the ILCAA Core Project “Field Archiving of Memory: Dynamics of Cooperation in Muslim Society”.
- b) Applicants must have already received a doctorate degree or a similar qualification by the date of appointment.
- c) Applicants must be able to demonstrate that their research has strong connections to the Middle East.
- d) Applicants must have the ability to promote the core research activities of ILCAA.
- e) Applicants must be able to demonstrate the ability to plan and lead creative, cutting-edge joint research projects.

**6. Start date: April 1, 2024.**

The appointment may, however, be deferred to a later date if there are reasonable grounds for requesting this.

## **7. Treatment :**

### a) Salary

Annual salary system (the annual salary amount is based on work experience, performance, and other factors, and the annual salary amount divided by twelve months is paid monthly). Tax and co-payment of social insurance premiums (employment insurance premiums and mutual aid association premiums) shall be deducted.

### b) Work style

Discretionary Labor System for Professional Work (equivalent to 38 hours 45 minutes per week, 7 hours 45 minutes per day)

### c) Holidays and leave

In accordance with the Employee Working Hours and Leave Regulations of Tokyo University of Foreign Studies.

Holidays: Generally, Saturdays, Sundays, national holidays, and the year-end and New Year holidays (from December 29 to January 3). However, you may be required to work on some of the aforementioned holidays designated as working days for operational reasons.

Leave: Annual paid leave, sick leave, special leave

### d) Social insurance

The Ministry of Education, Culture, Sports, Science and Technology Mutual Aid Association, Employees' Pension Insurance, employment insurance, and workers' compensation insurance.

### e) Trial period

Yes (6 months)

### f) Retirement allowance

Yes

### g) All other work conditions are in accordance with TUFS rules and regulations.

## **8. Documents required for application:**

\* All application documents must be submitted in PDF form.

### a) A cover letter specifying "History of the Middle East".

Contact information, including postal and email addresses, should also be provided in the cover letter.

### b) A CV with an ID photograph attached. Information regarding languages that the applicant can use in conducting research should be included in the CV.

### c) Document(s) showing the successful completion of a doctorate or indicating that a doctoral thesis

has been submitted. (Submit this only if applicable.)

- d) A statement outlining the applicant's research career (A4 paper size, horizontal writing, no more than 4,000 characters in Japanese or 1,600 words in English). In the statement, applicants should indicate if they have previous affiliations with academic institutions in and outside the Middle East or have participated in joint research with ILCAA.
- e) A research proposal (A4 paper size, horizontal writing, no more than 4,000 characters in Japanese or 1,600 words in English). The statement should include two plans:
  - 1) A plan of the joint research that the applicant would organize at ILCAA.
  - 2) A plan of research activities that the applicant would begin at the ILCAA Core Project "Field Archiving of Memory: Dynamics of Cooperation in Muslim Society".

For further details, refer to the web pages of the [joint research projects](#) and [Field Archiving of Memory: Dynamics of Cooperation in Muslim Society](#) at the ILCAA.

f) Publications:

- 1) A complete list of publications.
  - 2) A PDF copy of three selected works (including book chapters) that applicants have already published.
- g) The name, affiliation, and contact information of two researchers who can provide references.

## 9. Selection process:

After an initial screening of the application documents, shortlisted candidates will be invited for an interview, in person, at ILCAA. The interview date is scheduled for Sunday, July 23, 2023. Candidates selected for the interview will be contacted by mid-July. We regret that travel expenses for the interview cannot be reimbursed.

\* If the COVID-19 situation does not allow the applicants to travel to ILCAA, the interview will be conducted online.

## 10. Notification of the result: Early November 2023.

## 11. Application procedure:

- a) Applicants must contact [jinji-aa@tufs.ac.jp](mailto:jinji-aa@tufs.ac.jp) by email initially; the subject line should read "Application (History of the Middle East)." The deadline for applications is 23:59 (JST),

Wednesday, May 17, 2023.

- b) Applicants will receive an email from ILCAA with a link to the website for the submission of the application documents. If applicants do not receive it within three days (excluding Saturday, Sunday, and public holidays), they should contact [jinji-aa@tufs.ac.jp](mailto:jinji-aa@tufs.ac.jp).
- c) Applicants must create PDF files of all application documents (with the applicant's name included in the filenames) and upload them to the specified URL. The deadline for uploading the application documents is 23:59 (JST), Wednesday, May 31, 2023.
- d) After uploading, applicants will be sent an email confirming the receipt of the documents by ILCAA. If they do not receive the confirmation email within a week, they should contact [jinji-aa@tufs.ac.jp](mailto:jinji-aa@tufs.ac.jp).

## **12. Inquiry: [jinji-aa@tufs.ac.jp](mailto:jinji-aa@tufs.ac.jp).**

- Questions regarding the application procedure will be accepted only by email.
- If an applicant has not received the reply within three days (excluding Saturday, Sunday, and public holidays) after the email had been sent, the applicant should send an email again.
- No inquiry will be accepted telephonically.

## **13. Miscellaneous**

- a) The ILCAA will observe the regulations of TUFS and will handle the applicants' private information confidentially. The information collected in the process will not be used for other purposes.
- b) The University is promoting gender equality.
- c) Measures to prevent passive smoking: Smoking is prohibited on the premises (outdoor smoking areas available)