

Job Description
Deputy Director General of the Asia Center for Air Pollution
Research (ACAP) in Charge of the Network Center
for the Acid Deposition Monitoring Network in East Asia (EANET)

Background:

The Acid Deposition Monitoring Network in East Asia (EANET) is an intergovernmental network of East Asian countries with the objectives to create a common understanding of the state of acid deposition problems in East Asia; to provide useful inputs for decision-making at the local, national, and regional levels aimed at preventing or reducing adverse impacts on the environment caused by acid deposition; and to contribute to cooperation on the issues related to acid deposition among the participating countries.

The Participating Countries of the EANET include Cambodia, China, Indonesia, Japan, Lao PDR, Malaysia, Mongolia, Myanmar, Philippines, Republic of Korea, Russia, Thailand, and Viet Nam. According to the institutional framework of the EANET, the Intergovernmental Meeting (IG), composed of the representatives of all Participating Countries, is the decision-making body of the network. The Secretariat and the Network Center (NC) for the EANET provide support to the IG in implementing the decisions of the meetings. Specifically, the NC handles scientific and technical matters of the network activities while the Secretariat manages the network and facilitates cooperation among Participating Countries.

Roles and responsibilities:

Under the general guidance and supervision of the Director General, the Deputy Director General (DDG) of the Asia Center for Air Pollution Research (ACAP) in charge of the NC for EANET will perform the following duties:

- Undertake and implement the activities of the NC for the EANET;
- Undertake and implement other international activities related to acid deposition problems upon the request by the Director General;
- Represent ACAP at international meetings and conferences upon the request by the Director General; and
- Assist the Director General in managing administrative operations of the NC activities for the EANET, including management of personnel and fund raising, preparation of work plans.

Qualifications:

- University degree, preferably doctorate, in environmental sciences, or a relevant science discipline. The candidate should have a good understanding of environment and sustainable development and the ability to carry out the intended tasks within the context of international relations;
- Demonstrated and proven ability to develop, operate and manage entities and projects;

- At least fifteen years of extensive working experience in implementing and supervising national/international activities in scientific research and/or administration on the environment such as monitoring and environmental pollution control;
- Familiarity with acid deposition problems, especially with the EANET;
- Experience and proficiency in co-ordination of networks, information management and technology transfer;
- Ability to prepare reports and make oral presentations in clear, concise and effective English;
- The candidate should be enthusiastic, dynamic, open-minded, creative, innovative, communicative, analytical, and strategically minded and able to work in a cross-cultural environment;
- Knowledge of one or more languages of the participating countries of the EANET would be preferable; and
- Nationals of the Participating Countries of the EANET will receive high preference.

Employment Conditions:

1. CONTRACTS

- Initial contract period is two years starting from 1 October 2021. After finishing the two years of employment, the selected candidate can apply for maximum one more two-year term.

2. PLACE OF WORK

- The duty station is the office of the ACAP (1182 Sowa, Nishi-ku, Niigata-shi, 950-2144, Japan).

3. WORKING LANGUAGE

- English is the working language. Knowledge of Japanese is an advantage.

4. OFFICE HOUR

- From 09:00 - 17:15 (with one hour break at 12:00).
- The office is closed on Saturdays and Sundays, as well as on Japanese national holidays, 29-31 December, 2-3 January (1 January is a Japanese national holiday), and on the anniversary day of the foundation of Japan Environmental Sanitation Center (JESC).

5. LEAVE

- The selected candidate is entitled to twenty working days as annual paid leave. Unused days (maximum 20 days) of annual paid leave could be transferred to the following year but cannot be transferred to cash.
- Home leave may be taken once every two years of service. The first home leave, however, must be taken after one year of service.
- Special paid leave within ten days will be provided for home leave in addition to annual leave. The home leave period is thirty days or less (including Saturdays, Sundays and other holidays).
- Travel expenses (economy class airfare for a round trip between Niigata and home country) will be provided for the home leave.
- The spouse who will join the selected candidate in Niigata for more than six months will receive travel allowance when he/she accompanies the selected candidate during the

home leave.

6. SALARY

- The President of the JESC will decide the selected candidate's annual salary, taking into account his/her experience and proficiency by referring to the rules and regulations of the JESC. The annual salary consists of a basic salary and allowances. The amount of annual basic salary is more than 8 million Japanese yen.

7. ALLOWANCES

- Commutation allowance will be provided following the rules and regulations of the JESC.
- Family allowance will be provided for the selected candidate with family dependents, in accordance with the rules and regulations of the JESC and the decision of the President of the JESC.

8. PAYMENT

- One-twelfth of the amount of the annual salary with deduction of social insurance and tax (refer to 9.) will be paid monthly.

9. DEDUCTION

- Premium for social insurance will be deducted from the salary and allowances in accordance with the relevant laws and ordinances of Japan.
- Income tax and inhabitant tax will be deducted from the salary and allowances in accordance with the relevant laws and ordinances of Japan.
(The total amount of the premium and taxes is supposed to be approximately 20-25 % of the annual salary.)

10. ACCOMMODATION

- The JESC will contract for an accommodation for the selected candidate and deduct the monthly rent, including the parking fee, from the monthly salary. The charges for electricity, water, sewage, telephone, and other domestic expenses will be self-covered.

11. RELOCATION EXPENSES

- In accordance with the rules and regulations, a reasonable cash amount will be provided at the beginning and the end of the assignment as relocation expenses. It includes travel expenses and shipping charges for the selected candidate and spouse who will join for more than six months.