

RECRUITMENT ANNOUNCEMENT for Policy Researcher - Water Team

The Institute for Global Environmental Strategies (IGES) conducts interdisciplinary policy research and project implementation, aimed at advancing sustainable development within the Asia-Pacific region and beyond. By expanding our research and operations, we seek to create positive impacts in society, as well as foster collaborative networks among research institutes and multi-stakeholders.

IGES works together with its partners at the forefront of initiatives to promote integrated approaches for global and national sustainability goals through local/regional collective actions.

We are currently seeking an ambitious and highly skilled and expert individual to join the Water Team within our Adaptation and Water Area (AW). The successful candidate will play a crucial role in advancing our current strategic policy and practical research and projects, as well as in initiating innovative and groundbreaking research activities.

Overview of Key Activities and Contributions of the Water Team within the Adaptation and the Water Area (AW)

- **Serve as WEPA Secretariat:** As the Secretariat for the Water Environment Partnership in Asia (WEPA), initiated by the Ministry of the Environment of Japan, we lead efforts to strengthen water environmental governance across Asia. Our work is centered on fostering policy dialogues, networking, capacity-building activities, and implementing action programs in the WEPA partner countries, aimed at enhancing the policy formulation capabilities of government officials at both central and local levels in Asian countries.
- **Innovative Practical Research and Policy Studies:** We conduct leading-edge practical research and policy studies for the effective dissemination of decentralized wastewater treatment approach across Asia under an ASEAN Regional Initiative. These activities are essential in facilitating the achievement of the Sustainable Development Goals (SDGs) 6 (Clean Water and Sanitation), 11 (Sustainable Cities and Communities), and 14 (Life Below Water), significantly contributing to regional sustainability.

- **Microplastics Research:** We are carrying out various studies in ASEAN countries, investigating into the occurrences, characteristics, and removal efficiencies of emerging microplastic pollutants in various sewage treatment plants. This research encompasses both decentralized and centralized wastewater treatment systems.
- **Capacity Building Initiatives:** We implement various capacity-building activities aimed at enhancing the technical capabilities of governmental officials for the effective management of decentralized wastewater systems and water environmental governance in general. The capacity building program also incorporates a technical capacity training component focused on the sampling, analysis, and monitoring of microplastics at sewage treatment facilities, as well as within riverine environments across ASEAN countries.
- **Collaboration for the implementation of GEF/UNDP/ASEAN Project on Integrated River Basin Management (IRBM) in ASEAN:** We are currently contributing to the implementation of the GEF/UNDP/ASEAN Project, led by the Partnerships in Environmental Management for the Seas of East Asia (PEMSEA), focused on developing appropriate IRBM mechanisms in the context of ASEAN region. This project aims to mitigate pollution, maintain environmental freshwater flows, and address climate change vulnerabilities in priority river basins across six ASEAN Member States (AMS), including: Cambodia, Indonesia, Lao PDR, Malaysia, the Philippines, and Vietnam.
- **Strategic Water Resources Management Research:** We are also engaging in a number of other strategic research and projects related to water resources management within Asia and beyond. Our goal is to derive actionable policy implications through collaboration with various research institutions.

This is a unique opportunity to contribute to our strategic, practical and policy research, as well as projects and programs, addressing some of the most pressing environmental challenges of our era. If you are passionate about water resource management and sustainable development, we warmly invite you to apply.

I. Position now Open

Water Team within the Adaptation and Water Area

Policy Researcher: 1

Duties	<ul style="list-style-type: none">➤ Actively contribute to the Water Team's ongoing projects and studies, focusing on both substance and logistics. Specifically, he or she is expected to take a lead role in implementing current activities, establishing partnerships with relevant organizations; planning, formulating, and advocating future initiatives for the team.➤ Play a key role in the development and promotion of innovative, high-quality strategic policy and practical research and projects, aimed at improving water environmental governance and policy effectiveness in Asia, particularly in the ASEAN region. This involves collaboration with a diverse range of partners, including government agencies, international organizations, development partners and regional bodies.➤ Identify opportunities to obtain external funding for these projects and research endeavors, and spearhead the development and submission of detailed project and research proposals.
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Required qualifications and skills

- A PhD degree or an equivalent degree in one of the following fields:
(i) Water and Wastewater Engineering; (ii) Water and Sanitation Engineering; (iii) Water Resources Management, or (iv) Environmental Engineering.
- At least 5 years of project management or practical policy research experience in the field of sustainable development, with a minimum of 3 years specifically in water environment management. Research or practical experience managing decentralized wastewater management projects, microplastic research, or related programs is highly preferred.
- Demonstrated practical experience in environmental policy is essential. Mere research experience in natural or environmental sciences alone does not suffice. Practical experience within the ASEAN region is highly valued.
- Business-level English proficiency is required for strategic policy research, developing policy recommendation papers, negotiations, and coordination tasks. The candidate should be capable of engaging in discussions and coordination efforts with domestic agencies, international organizations, and government bodies across Asian countries.
- The ability to work collaboratively with a diverse range of stakeholders, including

governments, international organizations, NGOs, academia, and the industrial sector.

- Demonstrated leadership in managing programs/projects and achieving set goals.
- Strong individual work capabilities and the ability to work effectively within a multicultural team.
- Proficient in managing time, as well as financial and human resources.

II. Conditions

Employment Period	Employment period for staff without tenure status is up to the end of the 8th Phase period ¹ (end of June 2025). (There is an opportunity to renew the contract every 4 year term. Many have been reviewed and renewed in the past.)
probationary period	A probationary period of six months is applicable for all staff members.
Place of Work	IGES Headquarters 2108-11 Kamiyamaguchi, Hayama, Kanagawa, 240-0115 Japan
Standard office hours Rest period of working days Holidays (Days-off)	9:30~18:00 12:00~13:00 Sundays and Saturdays, National holidays, From December 29 to January 3 *Discretionary labour system (see Annex 1)
Standard Annual Salary	<u>Annual Salary</u> 4.5 million yen - 6.0 million yen Salary is determined based on the responsibilities and assignments in accordance with the IGES Regulations on Remuneration, taking into consideration the applicant's expertise, experience, responsibilities and achievements from his/her previous work.
Insurance Programme	Insurance (<i>health, employee pension, unemployment and workers' accident compensation</i>) is partly covered by IGES.
Employment type	Fixed Term Contract
Annual paid leaves Special holidays	<ul style="list-style-type: none"> ▪ Twenty days paid leave is provided per fiscal year. ▪ Special holidays including summer holidays as well as other leave, such as sick leave, are provided in accordance with internal rules.
Allowances and	<ul style="list-style-type: none"> ▪ Allowances are provided such as <i>commuting allowance</i>,

¹ IGES conducts research activities along the Integrated Strategic Research Programme which is developed by each phase of four years, and currently we are in the 8th Phase period.

Subsidies	<i>housing (rent) allowance, retirement allowance, etc.</i> <ul style="list-style-type: none"> Transportation expenses for appointment relocation will be covered by IGES in accordance with IGES Regulations.
Teleworking	<ul style="list-style-type: none"> The ratio of teleworking is up to 50%. (The place of the teleworking is basically at home.)
Others	<ul style="list-style-type: none"> Health conditions: The applicant should be in good health, physically and mentally. Mission Travel: The applicant should be capable of traveling for missions (abroad as well as within Japan). Frequency of travel expected is dependent on responsibilities. Frequent travel is expected for most professional staff members in the research and operation units. Measures to prevent passive smoking: No smoking indoors Persons with disabilities: Please consult with us on an individual basis.

III. How to Apply

- Please fill in the IGES Application Form in English and submit it to the HR Team <recruit-iges8phase@iges.or.jp> together with the requisite documents as advised below.
<https://www.iges.or.jp/en/about/employment>
- IGES will ONLY accept applications using the IGES Application Form.
- Please do NOT apply through any automatic job application systems.
- Application documents are not returnable.
- Short-listed candidates may be requested to submit additional documents.

1. Document to submit

- Application Form (English)
- Self-introduction in English (please describe how you can contribute to the position within 500 words)
- Two publications or materials that represent the achievements of your works/studies

2. References

A reference letter from one supervisor of the applicant, either for their current or previous positions, to be sent directly from the referees to the application e-mail address:

recruit-iges8phase@iges.or.jp by the submission deadline specified below.

3. Application Submission Deadline: Open until filled

- Please note that IGES will begin processing the applications in the order that they arrive, so early submission of your application is highly recommended.

- When a position is filled, IGES will close the recruitment of the position even during the recruitment process.

4. Process of screening

- After screening the application materials, only short-listed applicants will be contacted for interviews (face-to-face or via Zoom/phone).
- Successful applicants will be selected and notified after the interviews.
- IGES may contact referees when the applicant is shortlisted.

5. Inquiries

- Human Resource Team (HR), Strategic Management Office at IGES Headquarters
E-mail enquiries only: recruit-iges8phase@iges.or.jp

Annex 1

Discretionary Work System in Japan

The discretionary work system is a system introduced in Japan whereby working hours are calculated not by the actual hours worked but by the hours required to perform the job (“presumed working hours”). This system was introduced for selected types of specialists (including researchers) who are allowed to arrange their working hours at their discretion and in return their performance is to be evaluated by their delivered products or services. IGES introduced this system in 2003 for researcher positions.

At IGES, the presumed working hours are 7.5 hours per day excluding one hour for lunch. Under this system, staff are considered as fulfilling the 7.5 hours-worth of work as long as each staff completes his or her work and responsibilities in their designated work place under the guidance or instructions of supervisors regardless of working hours. As part of their responsibilities, unless on a mission or working from home, staff will be regarded as absent from work if he or she does not come to the designated work place.