

THE SCHOOL OF FOREIGN STUDIES AND THE GRADUATE SCHOOL
OF HUMANITIES, DIVISION OF FOREIGN STUDIES
of Osaka University
Recruitment of Part-time Lecturers

1. Position	Part-time Lecturer
2. Number of Positions	1
3. Affiliation	School of Foreign Studies
4. Work Location	Minoh Campus (3-5-10, Semba Higashi, Minoh-shi, Osaka, Japan) *Candidates may also be required to teach classes at Toyonaka Campus, Osaka University (Toyonaka City, Osaka)
5. Specialized Field	Fields related to each course
6. Responsibilities	Teaching courses on Urdu language, Urdu literature and culture (One class lasts 90 minutes. One course has 15 classes in a semester.) Writing syllabuses of courses Evaluating student performance for each semester Courses Urdu Literature Ia, Urdu Literature Ib (Monday, 5th period) Urdu Literature IVa, Urdu Literature IVb (Monday, 4th period) * Urdu Literature Ia and Urdu Literature IVa are conducted in Spring/Summer semester (from April to September). Urdu Literature Ib and Urdu Literature IVb are conducted in Autumn/Winter semester (from October to March).
7. Qualifications	[Essential] Applicants must have: (1) the ability to teach Urdu grammar (2) advanced knowledge of Urdu literature and the ability to teach Urdu literature using the original sources of Urdu literature. (3) Ph.D ,M.A. or equivalent certification, or equivalent research/educational achievements [Preferred] Applicants preferably have experience of teaching at universities or other institutions for higher education.
8. Starting Date	April 1, 2023
9. Term of Employment	From the starting date to March 31st, 2024 *Following completion of the term, the contract may be extended subject to evaluation (the extension limit is 5 years from the starting date of contract with Osaka University).
10. Employment Form	Based on “72. Work Regulations for National University Corporation Osaka University Part-time Lecturer” https://www.osaka-u.ac.jp/en/guide/information/joho/kitei_shugyou.html
11. Working Hours	Each course will be conducted in either of the following periods. The actual working hours for each course are decided after consultation. 4th Period: 3:10 p.m.-4:40 p.m. 5th Period: 4:50 p.m.-6:20 p.m.

12. Salary and Benefits	<p>Based on “72. Work Regulations for National University Corporation Osaka University Part-time Lecturer” https://www.osaka-u.ac.jp/en/guide/information/joho/kitei_shugyou.html Remuneration: 11,784 JPY per class. Commuting allowance or Travel Expenses Allowances for managing academic records may be paid. Allowance for the activity related to academic duty may be paid. *Bonuses and allowances for housing, dependency, and retirement are included in the above-mentioned salary and will not be paid separately.</p>
13. Insurance	<p>Industrial Accident Compensation Insurance (Medical insurance and employee’s pension insurance of the Federation of National Public Service Personnel Mutual Aid Associations and Employment Insurance may be added depending on their working hours)</p>
14. Application Documents	<p>Please apply using the application form. The Application form is available at <https://forms.office.com/r/NSwi7SisZi>. For preparing answers of the application form or for applying by e-mail or postal service, please use the following forms. If there is any difficulty in applying using the application form, please apply by e-mail or by postal service. If applicants have more achievements or other records than the number of answer boxes prepared in the application form, they can send them by e-mail or by postal service (Form 2 or any other forms).</p> <ol style="list-style-type: none"> 1. A Curriculum Vitae (Form 1) 2. A list of research achievements (Books, articles, etc.) (Form 2) 3. Questionnaire on working hours available for classes (Form 3) 4. Plans for the courses which applicants are willing to teach (About 100 words per course) <p>Forms are available at the following website. https://www.sfs.osaka-u.ac.jp/en/employment.html</p> <p>* All information must be written in English or Japanese. * Applicants should carefully fill in all of the necessary information. * Applicants should also provide their current address, phone number, and e-mail address, so that direct contact may be made during the administrative procedure. * Personal information in the application documents will only be used for the purpose of screening and hiring procedures, and will not be disclosed to any third party. * Submitted application documents will not be returned.</p>
15. Sending Address and Contact Information	<p>Please apply using the application form. The Application form is available at < https://forms.office.com/r/NSwi7SisZi>. If there is any difficulty in applying using the application form, please apply by e-mail or by postal service. If applicants have more achievements or other records than the number of answer boxes prepared in the application form, they can send them by e-mail or by postal service (Form 2 or any other forms).</p> <p>[By e-mail] urdu@ml.office. * Add “osaka-u.ac.jp” to the above to complete the e-mail address. * Attach the application documents with full security countermeasures.</p> <p>[By postal service] General Affairs Section, Minoh Office, Graduate School of Humanities, Osaka University 3-5-10 Semba Higashi, Minoh-shi, Osaka-fu, 562-8678, Japan (Please write in red ink on the envelope “Application for Urdu teaching position of part-time lecturer” and submit it by a trackable delivery method.)</p> <p>[Contact Person] Professor So YAMANE, Graduate School of Humanities, Osaka University urdu@ml.office. * Add “osaka-u.ac.jp” to the above to complete the e-mail address.</p>

16. Application Deadline	Must arrive no later than October 31st,2022 (Japan Standard Time)
17. Selection Process	<p>Document screening may be followed by an interview (including a simulated lecture). Selected applicants will be notified within 4 weeks after the application deadline.</p> <p>*Travel and accommodation fees necessary for interviews are to be covered by the applicant.</p> <p>*Please note that unsuccessful applicants after document screening will not be contacted.</p> <p>* Even if applicants are unsuccessful this time, they will be registered for 5 years as candidates for the future position of teaching the courses above.</p> <p>They may be offered a position when we have a vacancy for the position. If you do not wish to be registered, please let us know in your application.</p>
18. Additional Information	<p>Concerning work conditions other than above-mentioned, please refer to “72. Work Regulations for National University Corporation Osaka University Part-time Lecturer” and/or related regulations. https://www.osaka-u.ac.jp/en/guide/information/joho/kitei_shugyou.html</p> <p>Please note the above-mentioned work conditions are as of the day this employment offer is posted, and subject to change.</p> <p>Please note that foreign applicants must receive a status of residence which is required to work at Osaka University.</p> <p>We also particularly encourage applications from female candidates. Osaka University is committed to promoting gender equality and providing various supports for female academic staff members. http://www.danjo.osaka-u.ac.jp/en_lp/</p> <p>*Osaka University campuses and related facilities are smoke-free, except for designated areas.</p> <p>*There is no parking lot for cars and motor bicycles for Minoh Campus.</p>
19. Recruiter	National University Corporation Osaka University