

## **Animal Experimentation Coordinator**

The Okinawa Institute of Science and Technology (OIST) Promotion Corporation is an Independent Administrative Institution established by the Government of Japan. Its aim is to establish a world-class university in science and technology in Okinawa. English will be the language of instruction, and a large segment of the faculty and student population will be international. Currently, 19 Principal Investigators and a total of more than 150 scientists, students, and research support staff are located in OIST facilities in Uruma and Onna, Okinawa. OIST is presently constructing a new permanent campus in Onna village, where there will be a major expansion of research support. We seek a coordinator for laboratory animal care and experimentation at OIST.

### **Position**

Animal Care and Experimentation Coordinator in the Research Support Section in the Operations Division.

### **Working Location**

Uruma and Onna, Okinawa

### **Responsibilities**

1. Animal Experimentation Coordinator
  - 1) Supervise team that performs routine husbandry tasks of the vivarium.
  - 2) Establish and revise standard operating procedures for animal care and experimentation as needed.
  - 3) Make a quarterly plan of microorganism monitoring and review the results.
  - 4) Make a semi-annual plan for environmental monitoring and review the results.
  - 5) Provide consultation to researchers about the care and use of experimental animals including decision of humane endpoints as well as veterinary care of animals.
  - 6) Coordinate sharing of animal holding rooms and facilities among research units.
  - 7) Provide compulsory lectures to newcomers about the Animal Experimentation Regulations and Standard Operation Procedures (SOPs) at OIST.

- 8) Organize health reports for the animals used for each OIST Material Transfer Agreement (MTA).
  - 9) Ensure compliance with the Animal Experiment Regulations at OIST, related Japanese governmental policies (MEXT, Science Council of Japan), and other relevant animal welfare policies.
2. Secretariat of Animal Care and Use Committee
- 1) As Executive Secretary for the Animal Care and Use Committee, coordinate the review and revision of applications for animal experiment protocols in accordance with relevant guidelines and policies.
  - 2) Update as needed the Animal Experimentation Regulations and Manual and the associated, Application Forms.
  - 3) Update as needed the Instructions for Review of Animal Experiment Protocols at OIST and the Agreed Items Concerning Animal Protocol Review at OIST.

### **Requirements**

1. Work experience in a laboratory animal facility as a supervisor for more than 3 years.
2. Advanced degree (e.g. DVM, PhD, Masters, etc.) in Veterinary Medicine, Animal Husbandry, Biology, Life Science or related fields is desirable.
3. Knowledge of Japanese animal welfare statutes and regulations, as well as NIH animal use guidelines.
4. Strong English skills in oral and written communications, and flexibility in interaction with international scientific staff.

### **Term**

Full-time fixed term appointment initially for 2 years.

### **Compensation**

Salary commensurate with qualifications and experience.

### **Benefits**

Relocation, housing and commuting allowances, annual paid leave, summer holidays, national social insurance (shakai-hoken) includes health insurance, welfare pension insurance (kousei-nenkin-hoken), and worker's accident compensation insurance

(roudousya-saigai-hosyou-hoken).

**Submission documents**

1. Curriculum vitae in English (with photo)
2. Cover letter in English, including a description of the applicant's experience in laboratory animal management, relevant special skills and training, and career goals.
3. Names and contact information for 3 references.

**Application deadline**

Consideration of applications will commence on 10 September, and will continue until the position is filled.

**Starting date**

October, 2008

**Application address**

Please submit all of the application materials requested above by email to:

[recruit-vivarium-coordinator@oist.jp](mailto:recruit-vivarium-coordinator@oist.jp)

If email is not available, send documents to the address indicated below via post mail. Information provided by applicants will be kept confidential. Documents will not be returned and prospective candidates may be notified for further information.

Attn: Mr. Ferry Toya, Acting Director, Human Resources  
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