

(English version only)



EU-Japan Centre for Industrial Cooperation

Recruitment announcement:
post of Project Manager for GNSS.Asia and Space.Japan and Coordinator for Policy Seminars and other supporting services

The EU-Japan Centre for Industrial Cooperation is recruiting a Project Manager for GNSS.Asia and Space.Japan and Coordinator for Policy Seminars and other supporting services (refer to the skillset and work description below).

Interested applicants are encouraged to submit an application, latest by Friday 14 June 2019 17h00 Japan local time, by sending CV with letter of motivation and resume in English and Japanese and photo to applications@eu-japan.gr.jp or by post to EU-Japan Centre for Industrial Cooperation, Shirokane-Takanawa Station Bldg. 4F, 1-27-6 Shirokane, Minato-ku, 〒108-0072, Japan.

Only applicants shortlisted for interviews will be notified.

Desired skillset:

- *While prior expertise in Space-related industries is desired, applicants with a general knowledge and interest in technical / engineering fields and a motivation to learn about new industrial sectors are also welcome;
- *Excellent knowledge and communication in business English and Japanese languages.
- *Experience and affinity to work for governmental organizations and related bodies in Japan and/or in the context of the European Union and based in Tokyo, full-time.
- *Has been trained for basic Japanese etiquette, understands business practices of both Japanese and foreign working environments, and is very comfortable working a multicultural workplace.
- *Can work fast, in small teams and pays attention to details.
- *Can deal effectively and proactively with last-minute changing priorities with a positive work attitude.
- *Is proficient with desktop publication software (can program EXCEL macroinstructions and prepare POWERPOINT presentations), and can update webpages using Content Management Systems (CMS).
- *Can be a good listener in order to understand Japanese and foreign stakeholders' needs in the context of Japan, and is able to multitask and communicate about the EU-Japan Centre's services in a diplomatic and professional manner.

I.Project Management: GNSS.Asia.

I.1.Managerial requirements

- *Support the recruitment of coordinators, assistants and interns as necessary for the project. Coach, train and monitor the performance of coordinators, assistants and interns as necessary to perform the required duties in the project.
- *Report on operations, administration and project results to the Centre's General Managers, the Project Coordinator (SpaceTec Partners GmbH) regular staff meetings, to the Supervisory Board and to European and Japanese stakeholders of the Centre.
- *Draft a business continuity plan in case of absence from work.
- *Ensure smooth project communication and coordination with the EU-Japan Centre's Office in Europe (OE), with the Project Coordinator and other project consortium members about project operations.

- *Ensure that all the project paperwork is drafted and signed on schedule in order to approve various payments related to events organized in Japan and/or Asia.
- * Maintain and regularly update timesheets for staff working on the project (including own timesheet). Ensure that all project-related timesheets are updated and signed by the Centre's General Managers on a monthly basis.
- *Maintain and regularly update a list of costs for the project - report on financial and cost data as requested by the Project Coordinator and the European GNSS Agency during and/or beyond project lifetime.

I.2. Operations management

- *Execute the project work in Japan according to the work package details outlined in Annex 1, which is extracted from the Description of Work (DoW).
- *Plan, prepare and execute seminars and/or events according to the work described in the Project's DoW: prepare logistics, promotion, dissemination, interpretation and other necessary services for each event.
- *Draft and produce all project deliverables in a timely manner and report about the deliverables to the Centre's General Managers, to the Project Coordinator along the list of deliverables in the DoW.
- *Create and update a timing of events in EXCEL for the project in Japan – plan events in Japan in agreement with the Centre's General Managers and the Project Coordinator.
- *Prepare and make presentations at various GNSS.Asia events at the request of the Project Coordinator in agreement with the Centre's General Managers, following the timing of the work plan as drafted in the Description of Work.

II. Project Management: Space.Japan

- * Identify industrial trade fairs and major Space-related events in the EU and Japan in order to encourage networking and partnering support for SMEs in the space sector, with the help of the Enterprise Europe Network service (EEN). Support ongoing request to search for partners with the help of the EEN partnership search tools
- * Plan, prepare and execute networking and partnering events according to the project objectives described in Annex 2: prepare logistics, promotion, dissemination, interpretation and other necessary services for each event.
- * Support the inquiry helpdesk with answers from Japanese stakeholders and industries about European Space Assets, technologies and applications. Liaise with Japan Space Systems as relevant to process inquiries specific to the utilization of Earth Observation data from the COPERNICUS system.
- *Ensure smooth project communication, operational reporting and coordination with the EU-Japan Centre's Office in Europe (OE) and with the European and Japanese authorities supporting the project.
- *Ensure that all the project paperwork is drafted and signed on schedule in order to approve various payments related to events organized in Europe and/or Japan.
- *Maintain and regularly update a list of costs for the project - report on financial and cost data as requested by the EU-Japan Centre during and/or beyond project lifetime.

III. Coordination of Policy Seminars

- * Work together with the Policy Seminars team in sharing tasks in order to prepare, execute and deliver policy seminars on topics of interest to the European and Japanese industry under the following themes: (1) Energy, environment and climate change; (2) Trade and investment; and (3) Other industrial policies (including, but not limited to: SME policy, competition policy, CSR policy, innovation policy, etc..)
- * Draft and send out letters of request to potential seminar speakers and coordinate their details (preparation of presentations, speaking format, travel and accommodation arrangements) as appropriate.
- * Send out invitations and manage acknowledgements of receipts to accepted participants.
- * Manage the input of seminar participants in a list and update the list as necessary.
- * Coordinate and communicate with service providers for the delivery of each seminar: find a venue,

negotiate with interpreters, register participants, collect and process follow-up questionnaires from participants.

* After the end of each seminar, collect and summarize written evaluation by participants and produce a short report about seminar feedback.

* Coordinate with the policy seminar team in order to collect relevant material and notes for the purpose of producing a publishable seminar report.

* Process the necessary paperwork to approve all relevant seminar expenses.

More about the Centre's policy seminars at: <https://www.eu-japan.eu/policy-seminars>

IV. Coordination of other supporting activities:

* Support the execution of the MINERVA research fellowship programme in particular with the preparation and finalization of research reports;

* Support the EU-Japan Technology Transfer Helpdesk with the documentation of event reports as well as with the production of video presentations of relevant European and Japanese technologies.

Annex 1 about GNSS.Asia

Funded by Horizon 2020, the GNSS.Asia project (<http://www.gnss.asia> grant No. 776332) is a unique platform for international cooperation in Global Navigation Satellite Systems (GNSS) and a proven and effective outreach arm for European GNSS.

The GNSS.Asia initiative has been supporting EU industry and driving EGNSS adoption in Asia since 2012. Being home to half of the world's population and to major global GNSS-electronics manufacturers alike, Asia holds importance both as a GNSS market and as a supplier. The European GNSS industry is often stuck in niche markets within the EU, as SME's lack the resources to systematically address international markets. After five years GNSS.ASIA has established itself as a key player in Asian GNSS ecosystems, as a credible broker for Multi-GNSS opportunities and as a professional network GNSS in the multi-GNSS hotspot Asia. The unique platform serves a community of EU industrial partners, flags new trends, prepares the ground for EU institutions' relations work in Asia and is also recognized as a trusted partner by Asian industry, institutions and associations.

The main objectives of GNSS.Asia in 2018-2019 are to:

- Leverage industrial cooperation across continents;
- Support institutional relations and economic diplomacy activities;
- Drive European GNSS adoption in Asia.

Annex 2: about Space.Japan:

Space.Japan is a project created by the EU-Japan Centre for Industrial Cooperation with the aim of supporting EU-Japan business and technology cooperation in Space-related Industries both upstream and downstream, as well as in Space applications and utilizations industries, with a focus on certain sectors such as Earth Observation (EO), and space components. Given the high potential of future business and technological cooperation in the Space and GNSS sector, and the turning point represented by recent launch of COPERNICUS (EU's Earth Observation Satellite constellation) and the recently completed operationalization of GALILEO (EU's Global Satellite Navigation constellation), Space.Japan is committed to further expand activities related to facilitating cooperation with Japan on Space-related industries.

Space.Japan runs in complement with the GNSS.Asia project, started in January 2012, whose objective is to develop and implement industrial cooperation between the Europe and Asia focusing on GNSS in the downstream sector (applications and receivers, see <http://www.gnss.asia>).

Current actions run by Space.Japan include:

1. An information helpdesk to answer inquiries, particularly on Space and other European Space Assets such as COPERNICUS and SpaceDataHighway for Japanese firms interested in using eEO services in the future.
2. A partnering search and dissemination platform;
3. The organization of sector specific workshops with the aims of 1) presenting the latest market-oriented developments of COPERNICUS from the EU in Japan and inviting Japanese companies to meet and network with Europeans at major EU events such as the European Space Solutions conference; 2) opening a discussion forum in order to engage Japanese Space stakeholders on cooperation opportunities with the EU; and 3) deploying the EU-Japan Centre's training, partnership facilitation and information helpdesk services to industrial actors involved in Space, which can contribute to future industrial partnering with Japan.

Annex 3: about the MINERVA Fellowship Programme

The MINERVA fellowship scheme is proposed in order to strengthen the analytical capabilities and output of the Centre. Apart from effectively supporting the daily analytical activities of the Centre, the fellowship is expected to bring a constant stream of fresh ideas and initiatives into the Centre throughout the year. The fellowship will be targeted towards younger EU and Japanese academics, trade/ economic analysts and civil servants, with an active interest in Japan and EU-Japan cooperation from multiple perspectives (trade/market access, economy, industrial policy, business, R&D, etc..). The fellows will support the daily analytical activities of the Centre (organization of seminars and reports, regular surveys and briefings on Japan industrial and economic policy) and will undertake research work on a selected priority topic of the Centre, which should result in a consistent policy Report (50-100 pages) to be owned and published by the Centre.

About the MINERVA fellowship programme:

<https://www.eu-japan.eu/events/minerva-fellowship-programme>

Annex 4: about the EU-Japan Technology Transfer helpdesk

Objectives:

*To assist EU (respectively JP) Enterprises and SMEs with information which will help them better understand the value of the research output from Japanese (respectively EU) Universities and National Research Centres;

*To assist EU (respectively JP) Enterprises and SMEs in the facilitation of licensing and purchase of innovative Japanese (respectively EU) technologies developed by Japanese Universities and National Research Centres.

URL: <http://www.eu-jp-tthelpdesk.eu/>