

# Institute for Global Environmental Strategies (IGES)

## Call for candidates for Director

### 1. Position for candidate

2 Directors (full-time, 1 candidate for President, 1 candidate for Executive Director)

2 Directors (part-time)

### 2. Term of office

From 1 November 2020 to the close of the ordinary Meeting of the Board of Trustees for FY2022. Maximum two years per term with possibility to be re-elected.

### 3. Details of duties

Please refer to the attached details of duties.

### 4. Method of call for applicants

(1) Period of Public Call: **1 July to 15 July 2020**

(2) Application Documents: Please read the attached details of duties, and depending on whether the application is for Full-time or Part-time Director, please submit the required Documents out of a), b) and c) below, (note that only applications for Full-time Director are required to submit c)) by e-mail to the contact address below. Any personal information contained in the application documents shall only be used for the selection and contact purposes and shall not be used for any other purpose.

a) Curriculum Vitae (with portrait photo)

b) Cover letter (outlining the reasons you feel you are suitable as a candidate for the position and what you hope to achieve upon taking office within two sides of A4, about 800 words)

c) Documents and papers/articles that provide details for each of the items listed in 5. of the Attached - Required qualifications/experiences, showing an understanding of sustainable development (including experience in research related to sustainable development) or experience in organisational management (at overseas universities and research institutes, etc.).

(3) Contact details for document submission:

Selection Committee

c/o Ms.Yumi Manabe

Senior Secretary, Strategic Management Office

Institute for Global Environmental Strategies

E-mail: [manabe@iges.or.jp](mailto:manabe@iges.or.jp)

(postal address: 2108-11, Kamiyamaguchi, Hayama, Kanagawa, 240-0115, Japan)

### 5. Selection Process

Candidates will be short-listed by the Selection Committee made up of persons with relevant knowledge and experience including the current Chair of the Board of Trustees through reviewing application and interview. The final decision will be made by the Board of Trustees.

(1) Primary screening (document review)

(2) Secondary screening (interview)

(3) Following short-listing by the Selection Committee, selection by the Board of Trustees.

(4) After being selected by the Board of Trustees, there will be an election by the Board of Directors for the final decision on the appointment of President and Executive Director.

## Details of Duties

### 1. Name of Institute

Institute for Global Environmental Strategies (IGES)

### 2. Established

31 March 1998

### 3. Summary of Institute

The Institute for Global Environmental Strategies (IGES) was established in 1998 under an initiative of the Japanese government and with the support of Kanagawa Prefecture. Since April 2012, IGES has been conducting practical and innovative research as a public interest incorporated foundation.

Based on the Charter for the Establishment of the Institute for Global Environmental Strategies, IGES shall strive to carry out policy oriented research and related activities to develop and formulate innovative policy instruments and environmental strategies for sustainable development ("Strategic Research"), aiming at creating a new paradigm for global civilization; and to make the results of the Strategic Research applicable for the policymaking and decision-making of a broad range of entities so that sustainable development can be achieved globally, inter alia in the Asia-Pacific Region. Staff members are made up of various nationalities with diverse areas of expertise, and about 30% are foreign nationals.

More information on the outline and the business activities can be found at:  
<http://www.iges.or.jp/en/index.html>.

### 4. Details of Duties (Part-time Director)

#### (1) Full-time Director

- Engaging exclusively in proposing and executing plans for improving project management of strategic research implemented by IGES, and contributing to improving IGES's social recognition.
- Attendance at the Board of Directors meeting, making decisions on and executing important matters related to work.

#### (2) Part-time Director

- Providing advice and proposing plans for improving project management of strategic research implemented by IGES, and contributing to improving IGES's social recognition.
- Attendance at the Board of Directors meeting, making decisions on and executing important matters related to work.

### 5. Required qualifications and experience (Full-time and Part-time Director)

#### (1) Legal knowledge and Social experience

Knowledge and experience to the required level for making decisions with regard to implementing work as a corporation.

(2) Understanding of sustainable development

Knowledge to the required level for reviewing appropriateness and direction of research activities, and understanding of strategic research carried out by IGES.

Preferable to have experience in research on sustainable development

(3) Experience in organisational management

Having experience of managing an organisation. Particularly preferable to have experience of managing a university or research institute overseas.

(4) Communication

In particular, full-time directors should be able to execute business in both Japanese and English.

## 6. Working Conditions

(1) Place of work: Institute for Global Environmental Strategies

2108-11, Kamiyamaguchi, Hayama, Kanagawa, Japan

(2) Work situation:

- Full-time: As an officer, rules on working hours are not stipulated but as a full-time member of staff, in principle, working hours are from 9:30 to 18:00 from Monday to Friday.
- Part-time: Attendance at ordinary Board of Directors meetings, twice a year, etc.

(3) Remuneration:

- Full-time: Amount according to the Regulations on Remuneration of Trustees and Officers of IGES (please refer to IGES website <https://www.iges.or.jp/en/about/disclosure>)
- Part-time: JPY20,000 per diem (for participation at the Board of Directors meeting, etc.)

## 7. Requirements

<Legal requirements>

- Neither a trustee/ auditor of the institute
- Able to attend all meetings within the term of office

<Legal knowledge and social experience>

- Necessary level of knowledge and experience to make decisions regarding the business implementation of the institute.

<Understanding of sustainable development issues>

- Necessary level of knowledge to evaluate the suitability and direction of research activities, as well as understanding of strategic research implemented by IGES

<Knowledge and experience of organisational management>

- Possesses experience of organisational management

## 8. Disqualifications

Those for whom any of the following apply, are disqualified from the position.

<Related to the Act on General Incorporated Associations and General Incorporated Foundation, Article 65 (qualifications of officers etc.)>

- Candidate has been sentenced for violation of Companies Act or Bankruptcy Act in the past 2 years.
- Candidate has violated laws other than those in 1. above, and has been given a prison sentence.
- Candidate is an incapacitated adult ward, or has a supporter as an adult.

<Related to the Act on Recognition of Public-interest Corporations Article 6 (Reasons for disqualification) >

- Candidate has been sentenced with a fine for violations of the criminal law and the tax law, and it has been 5 years since the fine was paid or commuted.
- Candidate has been given a prison sentence and it has been 5 years since the sentence was served or commuted.
- Candidate has been a member of an organised crime group as stipulated in the Act for the Prevention of Wrongful Acts by Members of Organized Crime Groups and it has been 5 years since the candidate gave up this membership.