

**RECRUITMENT CALL**  
**for**  
**In-House Web Developer (PHP, JavaScript)**

The Institute for Global Environmental Strategies conducts interdisciplinary policy research to promote sustainable development in the Asia-Pacific region. IGES has been expanding its research and operations to create impacts in society, as well as developing networks of research institutes and 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.

IGES opens the following position for the Strategic Management Office-Technology Solutions Services:

**I. Position now Open**

Strategic Management Office-Technology Solutions Services

In-House Web Developer (PHP, JavaScript) (Associate or Senior Staff): 1

**(Position Outline)**

The Technology Solutions Services (TS) team forms part of the Strategic Management Office (SMO) at the Institute for Global Environmental Strategies (IGES). TS is a small team tasked with ensuring systems at the institute are up to date and in line with modern best practices. The TS team is responsible for the development and improvement of IGES's public-facing website and several systems that support internal communication, administration and knowledge management (some are Drupal-based and others are implemented using Google Forms). The team also acts as a technology incubator at IGES, identifying, testing, and rolling out new services and business tools to the institute with the goal of improving productivity, the working environment, and institutional performance. The Web Developer reports to the Technology Solutions Services Manager of TS, and is responsible for leading and assisting the Technology Solutions Services Manager in the following duties and responsibilities in the TS team.

1. Lead in managing existing IGES websites
  - IGES websites are primarily build on Drupal 9 and consist of public and private multiple interlinked functionalities: the public-facing website ([www.iges.or.jp](http://www.iges.or.jp)), the institute's publication database/outreach contents, and an intranet website called "MyIGES" that contains internal approval system and resource database. Responsibilities include:
    - Maintain and upgrade IGES's public and private websites (including regular security updates and other modules updated in a timely manner,

and Drupal core updates).

- Make improvements of functionalities to these websites.
- Manage hosting arrangements for IGES web properties.
- Troubleshoot and develop new features for the websites as needed.

2. Lead in Technical Liaison with Vendors and Staff Members (internal)

- Provide guidance and instructions about the technical aspects of works to vendors.
- Support managing other websites which are hosted by IGES (technical advice, managing hosting arrangements)
- Provide regular reports on progress and key metrics of IGES technical activities.
- Explain in layman's terms the technical aspects of IGES web operations, to non-technical staff at IGES in response to their inquiries.
- Maintain communication and share necessary information with the Facilities Management Officer of the Strategic Management Office who oversees IT systems and IT security management (hardware).

3. Support Technical Planning and Innovation

- As a TS team member and the technology incubator at IGES, actively identify, review and test new IT services and business tools useful to the institute with the goal of improving productivity and institutional performance.
- Provide advice to research units at IGES regarding best practices and recommendations for solutions to web development when needs arise as part of their project operations.

**(Ideal person as candidate)**

- A person who has experience or a strong interest in Drupal, and eager to learn new skills on his/her own.
- A person who wants to be directly involved in and contribute to IGES's activities with his/her IT skills through developing systems based on our needs.

**(Qualifications)**

**Basic Qualifications**

- BA/BS degree in a technical field or equivalent experience
- 2+ years of web development and database experience (5+ years preferred)
- Proficient in LAMP environments and with Git
- Familiarity with accessibility and security compliance
- Advanced knowledge of HTML, CSS, and JavaScript
- Proficient in English

**Preferred Qualifications**

- Familiar with CI/CD operations, especially Github Actions and Gitlab CI/Cd
- Familiar with Composer based workflows for PHP development

- Symphony Experience
- Drupal certification, familiarity with common Drupal modules or experience in Drupal development
- Familiarity with at least one modern Javascript framework
- Hands-on experience in custom module and web application development
- Experience in managing hosting environments and/or administering databases
- Experience in basic video editing and production
- Familiarity with Google Analytics and experience with other performance tracking tools
- Proficient in Japanese

## II. Conditions

Employment Period	Employment period for staff without tenure status is up to the end of the 8th Phase period <sup>1</sup> (end of June 2025). (There is an opportunity to renew the contract every 4 year term (next renewal is June 2025). 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 <b>Annex 1</b> )
Standard Annual Salary	<u>Annual Salary</u> Associate to Senior level: from 4.5 million yen to 7.5 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	· Twenty days paid leave is provided per fiscal year.

<sup>1</sup> 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 8<sup>th</sup> Phase period.

Special holidays	<ul style="list-style-type: none"> <li>· Special holidays including summer holidays as well as other leave, such as sick leave, are provided in accordance with internal rules.</li> </ul>
Allowances and Subsidies	<ul style="list-style-type: none"> <li>· Allowances are provided such as <i>commuting allowance, housing (rent) allowance, retirement allowance, etc.</i></li> <li>· Transportation expenses for appointment relocation will be covered by IGES in accordance with IGES Regulations.</li> </ul>
Teleworking	<ul style="list-style-type: none"> <li>· The ratio of teleworking is up to 40%<sup>2</sup> as of February 2023. (The place of the teleworking is basically at home.)</li> </ul>
Others	<ul style="list-style-type: none"> <li>· Health conditions: The applicant should be in good health, physically and mentally.</li> <li>· 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.</li> <li>· Measures to prevent passive smoking: No smoking indoors</li> <li>· Persons with disabilities: Please consult with us on an individual basis.</li> </ul>

### III. How to Apply

- Please submit the requisite documents to the HR Team <recruit-iges8phase@iges.or.jp> as advised below.  
<https://www.iges.or.jp/en/about/employment>  
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

- Cover letter in English (please describe how you can contribute to the position within 500 words)
- CV: Please include: 1) your language skill (especially English and Japanese); 2) name and email address/phone number of referee(s) (IGES may contact your referee when necessary)
- Portfolio of your past works

#### 2. Application Submission Deadline: 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

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<sup>2</sup> The rate fluctuates depending on the COVID infection status. (50% as of February 2023)

recruitment process.

**3. 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.

**4. Inquiries**

Human Resource Team (HR), Strategic Management Office at IGES Headquarters

E-mail enquiries only: [recruit-iges8phase@iges.or.jp](mailto: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.