The new Consulate of Switzerland in Osaka is part of the global Swissnex network, which was founded on one simple idea: we connect the dots between Switzerland and the world in education, research, and innovation. Our mission is to provide a multi-faceted, transdisciplinary platform to facilitate international exchange in ideas, knowledge and talents. We operate on a non-profit, public-private partnership model, working closely with our extensive network of partners comprising of universities, research labs, innovators, startups, corporations and international organizations on fostering collaboration in science and ground-breaking innovation. We seek fearlessly innovative leaders and champions to generate collectively the very best outcomes in an international, highly dynamic, and most supportive team, working in a fast-paced, creative and collaborative ecosystem. The Academic Relations Manager has a central role and scans for academic trends and "signals from the future" ... and with a wow factor.

Responsibilities

- **Academic Relations**: Cultivate close relationship with stakeholders from the academia, in particular Swiss Universities and Research Centers. Act as a local intelligence resource in Japan, providing the stakeholders with a rich network of prospective partners from various sectors to facilitate collaborations and exchanges for students, researchers and professors. Support visiting delegations, professors, administrators, sabbaticals and students. Grow and cultivate a portfolio of mandates & partnerships with universities.

- **Program Management**: Overseeing tailor-made collaborative projects between Swiss and Japanese universities or research groups from ideation to implementation. Organization of workshops, presentations, conferences. Identify, contact and coach speakers, exhibitors and participants.

- **Research**: Conduct on- and offline research and stay up-to-date on the current trends in the academic field, as well as latest developments in education, science, technology and innovation. Identify new areas for collaboration and open new doors in Japan for strategic partnerships.

- **Communications & Networking**: Act as a connector between people, projects and ideas, cultivating active exchange between Switzerland and Japan in the educational landscape. Represent Swiss Universities as ambassador at student fairs, educational conferences and respond to queries and requests relating to the educational field. Promote mandate partners and bolster their visibility while projecting their image of teaching and research excellence. Support, strengthen and expand the Swiss Alumni Network in Japan, in collaboration with the Swiss Embassy and other actors.

Requirements

- Swiss or Japanese passport holder
- PhD, MA/MS, BA/BS degree, in science or international relations, government OR equivalent work experience in academic-related management
- Language: Professional communication and writing skills in English and Japanese (sonkeigo proficiency required)
- Working experience in either a leadership capacity, or at least one distinct role in any of following organizations: universities, bilateral or multilateral international institutions, nonprofit organizations or government, academic startup or small organization. Experience with academic relations and education / research system in Japan and Switzerland.
- Strong organizational and problem-solving skills: Proactive, hands-on, and pragmatic attitude to roll-up sleeves to ensure successful operations. Able to manage multiple projects in a fast-paced, deadline-oriented environment with serious attention to detail and cost effectiveness, and a commitment to excellence. Capable of thinking fast on your feet in sometimes stressful situations and responding quickly and professionally to the unexpected.
- Technical: At ease with basic IT infrastructure and other office technology management. Strong computer skills (MS Office, GoogleApps, Zoho, Zoom, etc.). Proven experience with teams and project management

**Competences**
- Learning Agility: Ability to think through problems from a fresh point of view and comfort with ambiguity and complexity. Willingness to challenge the "status quo." Curiosity and passion for ideas. The successful candidate is passionate about being of service to the team to ensure that things work.
- Adaptability: Responds resourcefully, flexibly, and positively when faced with new challenges, transitions, and demands. Willingly and effectively deals with the stress and complexities of various situations. Moves forward productively and optimistically under conditions of change and uncertainty.
- Building relationships: Establishes and maintains strong relationships internally and externally. Relates well to management, colleagues, peers, and direct reports. Champions a caring culture of respect, diversity, and inclusion that values the unique talents, ideas, and experiences of all employees. Earns the respect of others through effective interpersonal skills, integrity, compassion, and authenticity.
- Collaboration: Models and promotes collaboration and works effectively with others across the organization to achieve goals and global opportunities. Demonstrates proficient cross company communication, cultural sensitivity, and partnership in interactions with others. Involves others in decisions and plans and credits them for their contributions and accomplishments.

**Benefits**
- A full-time position; start date adaptable.
- Compensation commensurate with experience and responsibilities in a diplomatic setting (non-profit)
- 20-day vacation, 15-day holidays and sick leave
- Continuing education possibilities. A platform to grow your leadership skills, professional experience, and network.
- A multicultural, creative, inspiring, and team-oriented work environment with unlimited coffee and lots of Swiss chocolate
General Conditions

- The conditions of employment are local (no expatriate contract).
- Costs for accommodation and traveling are to be borne by the candidate and will not be covered or reimbursed by the employer.

Did we raise your interest? Then we look forward to hearing more about you!
Send your full application to this LINK (https://zfrmz.com/qLtVPW3cdiktUibYh1). Deadline: open until position filled

Your application must include the following documents:

- Cover letter (letter of motivation) and CV
- Copies of letters of reference, work certificates and university diplomas, including transcript of records

We will reply to incoming applications in due time. No phone call inquiries please.
More details will be shared in the process of the recruitment.