



Administrative Assistant to the Standing Committee for the Humanities secretariat

Mission

The European Science Foundation (ESF) is an association of 79 national research funding organisations in over 30 European countries, located in Strasbourg, France. The ESF promotes high quality science at a European level. It acts as a catalyst for the development of science by bringing together leading scientists and funding agencies to debate, plan and implement pan-European initiatives. In this context, the Standing Committee for the Humanities is the scientific governance body for all fields of Humanities research (www.esf.org/human).

The Administrative Assistant, in liaison with the SCH Management Team, ensures an efficient running of the Committee business including organisation of its meetings.

Tasks and responsibilities

The position involves:

- Preparing and organising SCH meetings
- Assisting in the preparation of meeting papers and writing minutes
- Responsibility for SCH correspondence
- Liaison with the Finance Unit of ESF to track budgets and process expenditure
- Assisting in the drafting of SCH publications and in the implementation of the communication plan
- Monitoring and updating SCH web pages and material for dissemination and presentations
- Providing information to the research community on current SCH activities and instruments (responding to email and phone queries)
- General clerical tasks (maintenance of an electronic and paperwork filing system)
- Supporting the SCH Management Team as required

Profile and skills required

The successful candidate should have:

- A high standard of spoken and written English
- A good standard of spoken and written French would be an advantage
- Several years of relevant experience in a similar position
- Good computer skills (Office software and web page maintenance)
- Good organisational, communication and interpersonal skills, including diplomacy and discretion
- Ability to work as part of a team and communicate effectively with colleagues
- Ability to work autonomously when required, in a relevant, responsible and flexible manner
- Commitment to deliver on tasks allocated and respond in a timely manner to deadlines
- Ability and willingness to undertake occasional travel within Europe

Employment conditions

- a full-time position is proposed for a period until October 2008, with a possible prolongation.
- salary will depend on experience and skills

ESF Human Resources will provide further information upon request.

Contact persons: mvandonzel@esf.org or rklein@esf.org.

To apply, please send a CV and covering letter, by email, to jobs@esf.org
or to ESF, Human Resources Unit, 1 quai Lezay-Marnésia, BP 90015, F-67080 Strasbourg cedex,
France

Deadline for applications: **31 January 2006**
Interviews will be held on 10 February 2006.