



Programme assistant Joint research programmes in the Humanities

Mission

The European Science Foundation (ESF) is an association of 79 national research funding organisations in more 30 European countries, located in Strasbourg, France. 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 (<http://www.esf.org>).

Within the ERA-Net project 'Humanities in the European Research Area' (HERA), the ESF Humanities Unit is Work Package Leader for the preparation of two joint research programme funding initiatives.

The ESF Humanities Unit is looking for a programme assistant ("Project Officer") for this new activity.

The design of international programme and evaluation management will incorporate previous ESF experience and national research council experiences. Other HERA Work Packages, such as the one on best practices in national contexts, will provide significant input in setting up jointly agreed programme management and procedures.

Under the supervision of the Work Package Leader at ESF, the Programme assistant will also be involved in negotiating national financial contributions for the research funding mechanism and exploring other channels such as the EU Framework Programme, national public R&D budgets and private resources.

More information about HERA and a detailed work description of the Work Packages can be found at www.heranet.info

Profile and skills

The successful candidate should have:

- MA-degree or equivalent in the fields of humanities or social sciences
- a minimum of two years experience in working in an (international) scientific management environment, e.g. experience in running grant schemes
- knowledge of national and European research landscape and its players (national research councils, ESF, European Commission)
- excellent spoken and written English; working knowledge of French would be an advantage
- good organisational, communication and interpersonal skills, including diplomacy and discretion
- solid experience in using Office software
- willingness and ability to travel widely in Europe

Employment conditions

- The programme assistant will be employed by the European Science Foundation and will be based in Strasbourg, France.
- The position is for the duration of up to 28/02/2009, starting as soon as possible.
- The salary will depend upon qualifications and experience.

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, by mail, 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.

