

Job Announcement

Invites applications for a



Junior Science Officer Joint Research Programme in the Humanities and Social Sciences

The European Science Foundation (ESF) is an association of 75 national research funding organisations in 30 European countries, located in Strasbourg. ESF promotes high quality science and research at a European level. It acts as a catalyst for the development of science and research by bringing together leading scientists and funding agencies to debate, plan and implement pan-European initiatives.

Mission of the Position

The ESF Humanities and Social Sciences units are looking for a Junior Science Officer to contribute to the preparation and implementation of joint research programmes.

The principal success factors of this position are for its jobholder to demonstrate abilities to mobilise and support researchers and ESF Member Organisations, through promoting research collaboration in an inter- and multi-disciplinary environment across Europe and beyond including the general research area of EUROCORES themes; to impartially support the ESF peer review processes; to assist in the development of science policy; and to represent the Foundation and improve its visibility to the European research community and to Member Organisations.

The Mission is related to two sets of activities:

- 1) Within the ERA-Net 'Humanities in the European Research Area' (HERA), the ESF Humanities Unit is Work Package Leader for the preparation of two joint research programmes.
For more information about HERA, see: www.heranet.info.
- 2) Within the ESF EUROCORES Scheme, the Science Officer will contribute to the successful implementation of EUROCORES Programmes under the new Scheme. For more information about the ESF EUROCORES see: www.esf.org/eurocores

Position Responsibilities

This position will involve:

- Assisting the Heads of Units / Expert Committees in supporting the relevant Standing and Expert Committees, within the overall ESF Mission, and supporting strategic activities and providing, in a timely manner, advance quality papers, minutes and reports;
- Assisting in the implementation of the ESF scientific instruments, and other approved ESF activities;
- Assisting in the organisation of scientific quality control, searching for high quality through the peer review process of proposals, responding to the relevant ESF Calls in this domain, and the evaluation of ongoing and completed activities and, in the case of EUROCORES, in compliance with the coordinated EUROCORES framework;
- Ensuring compliance with the European Commission contracts for ERANETS through full and timely reporting, liaising, in coordination with Administration and Finance, with the European Commission as appropriate and drafting proposals for future support;
- Taking responsibility for the management and achievement of budgets of specific activities in compliance with ESF Financial Rules and Delegated Financial Authority and providing necessary information to Administration and Finance allowing the regular presentation of financial reports;
- Publicising and informing the research community by taking responsibility for science communication (writing material for hard copy publication, including annual activity reports, and the Web) and liaising with the ESF Communications Unit;
- Maintaining an up-to-date awareness of relevant scientific and research policy developments.
- Undertaking other specific tasks at the request of the ESF Management, normally transmitted via the Heads of Units.

Profile and Competences required

The successful jobholder should demonstrate the following competences:

Specific competences

- Young scientific professional with a Ph.D or Master's qualifications with 2-3 years research experience in the fields of Humanities and/or Social Sciences;
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- Ability to draft under supervision concise and clear scientific documents;
- Some experience in peer review processes and experience in science management;
- Experience in the running of grant schemes;
- Some working knowledge of European and national research structures (especially ESF Member Organisations) and institutions, and of European and international science policy;
- High standard of spoken and written English, with a working knowledge of another European language being an advantage;
- Ability to draft concise and clear scientific documents;
- Good working knowledge of MS Office systems and of electronic databases and Web sites.

Inter-personal competences:

- Action-orientated, responsible and self-managed, creative and willing to take initiatives, and continuously improvement-minded;
- Strong inter-personal and excellent communication skills within a multi-national context, including discretion, diplomacy and tolerance;
- Good presentational skills;
- Good organisational skills;
- Transparency in working and a team-orientated work ethic;
- Commitment to deliver on allocated tasks and respond in a timely manner to deadlines;
- Positive and constructive attitude;
- Capable of demonstrating the ESF's values: Excellence, Openness, Responsiveness, Pan-European approach, Ethical Awareness and Human Values.

Employment conditions

- This full time position is offered for a one year short term contract ending 31 December 2008 preferably starting 3 January 2008. There is a possibility for an extension of the contract (pending the successful negotiation of the joint research programmes).
- The place of work is Strasbourg, France and the job will involve a significant amount of travel.
- The salary level will be based on experience and qualifications of the successful candidate and will follow ESF terms and conditions.

Please send your application (cover letter + CV + list of publications + a list of three referees) by **7 December 2007** to jobs@esf.org quoting the following reference identifier **SCH07-SO-HERA** or to ESF, Human Resources Unit - 1 quai Lezay-Marnésia, BP 90015, F-67080 Strasbourg France.
Interviews will be held in Strasbourg on **14 December 2007**.

For further information about ESF see www.esf.org