

Job Announcement



Invites applications for a

Junior Science Officer Social Sciences

The European Science Foundation (ESF) provides a platform for its Member Organisations to advance European research and explore new directions for research at the European level. Established in 1974 as an independent non-governmental organisation, the ESF currently serves 75 Member Organisations across 30 countries.

Mission & Success Factors of the Position

To support the Head of Unit or Expert Committee in delivering the ESF Strategic Plan objectives for 2006-2010 in developing a partnership of trust with the ESF Member Organisations / Expert Committee Organisations so that ESF becomes the preferred actor of choice and preferred partner of its Member Organisations / Expert Committee Organisations.

The principal success factors of this position are for its jobholder to demonstrate abilities to assist in the mobilisation and support researchers and ESF Member Organisations / Expert Committee Organisations through promoting research collaboration in an inter- and multi-disciplinary environment across Europe; to impartially support the ESF peer review processes; to assist in the development of science policy; and, if necessary, to represent the Foundation and improve its visibility to the European research community and to Member Organisations / Expert Committee Organisations.

Position Responsibilities

This position will involve:

- Supporting the project selection phase in a EUROCORES Programme according to the EUROCORES procedures (Peer Review), including:
 - Composition of an Review Panel according to the EUROCORES quality standards and documentation of their expertise
 - Review Panel meeting to sift outline proposals
 - International external Peer Review of Collaborative Research Projects
 - Review Panel meeting to select and rank Full proposals
- Together with the Scientific Committee of a programme, suggesting, developing and organising networking and dissemination activities for the programme;
- Developing a Call for proposals including guidelines and selection procedures as well as subsequent selection procedures including Peer Review by ESF Standing Committees, the Science Advisory Board and the ESF Governing Council;
- 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 Head of Unit.

Profile and Competences required

The successful jobholder should demonstrate the following competences:

Specific competences

- Post-graduate with Master's qualifications in Social Sciences and preferably with a further 2-3 years research experience;
- Experience with grant selection process in a Funding Organisation (preferably in an ESF Member Organisation);
- Ability to draft under supervision concise and clear documents;
- High standard of spoken and written English, with a working knowledge of another European language being an advantage;
- 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.
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Employment conditions

- This full time position is offered for a short term contract ending 31 December 2008 starting as soon as possible. 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 some travelling.
- 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) by **12 March 2008** to jobs@esf.org quoting the following reference identifier **SCSS - JSO** or to ESF, Human Resources Unit - 1 quai Lezay-Marnésia, BP 90015, F-67080 Strasbourg France.

Interviews will be held in Strasbourg during the week of 17 March 2008.

For further information about ESF see www.esf.org