



*Invites applications for the position of*

## **Science Officer to the Chief Executive**

The European Science Foundation (ESF) provides a platform for its Member Organizations 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 77 Member Organisations including Research Funding Agencies, Research Performing Organisations and Academies, across 30 countries.

### **Mission**

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The post holder will work in direct support of the Chief Executive, notably on interaction with ESF Member Organisations, the European Commission and other ERA stakeholders

### **Position Responsibilities**

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This position will involve:

- Supporting the Chief Executive in interfacing with external Organisations, particularly Member Organisations and other major ERA stakeholders;
- Developing personal networks of contacts within the Member Organisations and other ERA stakeholders, to create awareness of issues and to identify or create opportunities to progress the ESF's agenda and influence policy development;
- Accompanying the Chief Executive to business meetings and ensuring that any actions arising are progressed;
- Assisting in the writing of papers for the governing bodies of the ESF;
- Preparing briefing, talks and presentations for the Chief Executive;
- Supporting the Chief Executive as secretary to the meetings of the Science Advisory Board, of the Chairs of Committees of the ESF and other meetings as required;
- Liaising with other ESF Units and external bodies on science policy issues;
- Supporting other strategy and policy tasks as required.
- The post is based in the Chief Executive's Unit.

### **Profile and Competences required**

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The successful post holder should demonstrate the following competences:

#### Profile

- Ph.D, or equivalent research experience;
- Demonstrable experience of science management;
- Have 5-10 years of experience in working in an ESF Member Organisation or the EC or a Research Ministry or other similar organisations;
- Good working knowledge of European and national research structures (especially ESF Member Organisations) and institutions, and of European and international science policy;
- Basic knowledge of ESF issues, priorities, practices and its science portfolio;
- Ability to create links and promote networking of researchers through knowledge of European and national research structures (especially ESF Member Organisations) and institutions and European and international science policy;
- High standard of spoken and written English;
- Strong analytical and written communication skills with experience of writing briefing material and management information reports;
- Good working knowledge of MS Office systems and of electronic databases and Web sites.

#### Personal competences

- Ability to work collaboratively, with a range of colleagues and with external agencies and partners, at all levels and at a broad strategic level;
  - Strong inter-personal and excellent communication skills within a multi-national context, including discretion, diplomacy and tolerance;
  - Action-orientated, responsible and self-managed, creative and willing to take initiatives, and continuously improvement-minded;
  - Ability to work without supervision within the context of objectives set;
  - Proven organisational skills;
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- Assertive with capability of guiding decision-making procedures and to represent ESF in the scientific community;
- Excellent presentational 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**

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- This full time position is offered for a minimum period of 3 years (possible extension of a further 2 years)
  - The starting date is to be negotiated but would preferably be in **June 2008**.
  - 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.
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- Please send your application by **28 April 2008** to [jobs@esf.org](mailto:jobs@esf.org) quoting the following reference **SO-CE**; or to ESF, Human Resources Unit – Nathalie Biessy - 1 quai Lezay-Marnésia, BP 90015, F-67080 Strasbourg France.
  - Interviews will be held in Strasbourg on **7 May 2008**.

Further details at [www.esf.org](http://www.esf.org)

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