



Invites applications for the position of

Senior Science Officer Peer Review and Quality Assurance

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 77 Member Organisations, including Research Funding Agencies, Research Performing Organisations and Academies, across 30 countries.

Mission

The post holder will be part of the Chief Executive's Unit. He or she will work to the Director of Science and Strategy on tasks related to delivering corporate strategy and policy, notably the developing role of ESF in European-level peer review, the coordination of the EUROCORES Scheme and Quality Assurance activities.

Position Responsibilities

The principal responsibilities of the position will include:

- Supporting ESF senior management in the delivery of ESF Strategy and Policy objectives and instruments;
- Developing, implementing and coordinating ESF external support in European-level peer review;
- Developing, implementing and coordinating ESF internal quality assurance activities for assessment and selection processes for ESF instruments, including coordinating the work of Scientific Units and liaising with ESF Member Organisations and appropriate external bodies;
- Until mid-2009, managing the ESF Forward Look instrument;
- From mid-2009, acting as EUROCORES scheme coordinator, including development and use of the ESF Collaborative Research Tool Kit;

Profile and Competences required

The successful jobholder should demonstrate the following competences:

Profile

- Ph.D, or equivalent research experience;
- A further 5-10 years research management or research policy experience, ideally in an ESF Member Organisation;
- Proven experience of managing research proposal review processes;
- Knowledge of ESF instruments (notably EUROCORES), issues, priorities, practices and its science portfolio;
- Good working 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.
- Good working knowledge of MS Office systems and of electronic databases and Web sites.

Personal competences:

- Action-orientated, responsible and autonomous, creative and willing to take initiatives, and continuously improvement-minded;
 - Commitment to deliver on allocated tasks and respond in a timely manner to deadlines;
 - Strong inter-personal and excellent communication skills within a multi-national context, including discretion, diplomacy and tolerance;
 - Transparency in working and a Team-orientated work ethic;
 - Capability to guide decision-making procedures and to represent ESF in the scientific community;
 - Proven management and organizational skills;
 - 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 minimum period of 3 years (possible extension of a further 2 years) preferably starting in **September 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.
- Please send your application by **5 may 2008** to jobs@esf.org quoting the following reference **SSO QA** ; or to ESF, Human Resources Unit - 1 quai Lezay-Marnésia, BP 90015, F-67080 Strasbourg France.
- Interviews will be held in Strasbourg in the week of 12 May 2008.

Further details at www.esf.org
