

# Job Announcement



*Invites applications for a*

## **Science Officer in the Physical and Engineering Sciences (PESC) unit**

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, ESF currently serves 77 Member Organisations (Research Funding Agencies, Research Performing Organisations and Academies) across 30 countries.

The strategy of the ESF Standing Committee for Physical and Engineering Sciences (PESC) is to promote pan-European research through collaboration and research networks and to identify and foster emerging science fields and their societal impact. The Committee is a unique cross-disciplinary group which focuses on fundamental research and innovative engineering. PESC covers a broad spectrum of fields ranging from mathematics, informatics and fundamental sciences to computer sciences, material research, physics, chemistry, applied sciences, new technologies and engineering.

### **Mission of the Position**

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The mission of the position is to promote and assist research collaboration in an inter- and multi-disciplinary environment across Europe and to support initiatives of ESF Member Organisations on the European stage. Tasks include running ESF peer review processes, supporting the development of a pan European science policy; and representing the Foundation and improving the visibility of its initiatives in the European research area.

### **Position Responsibilities**

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This position will involve:

- Supporting the relevant ESF scientific committees within the overall ESF Mission and its strategic activities (Forward Looks, Exploratory Workshops, Science Policy Briefings, Research Conferences, MOs Fora, EUROCORES etc). This includes providing quality papers and reports;
- Implementing the ESF scientific instruments, and other approved ESF activities;
- Organising scientific quality control, guaranteeing high quality through a peer review process of proposals, and evaluation ongoing and completed activities;
- Scientific management of EUROCORES Programmes according to the EUROCORES procedures;
- Management of specific activities and their budgets in compliance with ESF Financial Rules and Delegated Financial Authority.
- Liaising with ESF Member Organisations, COST and external scientific bodies;
- Publicising and informing the research community (writing material for publications and the web) and liaising with the ESF Communications Unit;
- Supporting the Head of Unit in the management of her/his direct staff.

### **Profile and Competences required**

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The successful applicant must demonstrate the following competences:

#### Specific competences

- Ph.D. or equivalent research experience (in mechanical, civil or electrical engineering), with a further 5+ years work experience in a relevant scientific-technological area;
  - Ability to work independently within the context of objectives set by the Head of Unit and the Scientific Committees, and to create links and promote networking of researchers;
  - knowledge of European and national research structures (especially ESF Member Organisations) and institutions, and European and international science policy;
  - Demonstrable experience with project evaluation processes and experience in managing research projects;
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- Good 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;
- Assertive with capability of guiding decision-making procedures and to represent ESF in the scientific community;
- Excellent presentational skills;
- Proven organisational skills;
- Basic experience/training in people management;
- 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 short-term contract ending **30 April 2009**, preferably starting as soon as possible, with the possibility of an extension.
- 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 **August 18, 2008** to [jobs@esf.org](mailto:jobs@esf.org) quoting the following reference identifier **PESC-SO** or to ESF, Human Resources Unit - 1 quai Lezay-Marnésia, BP 90015, F-67080 Strasbourg France. Interviews will be held in Strasbourg on **27 August 2008**.

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

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