



Job Profile

Junior Science Officer – Material Sciences

Part time 50%

In the frame of the ESF Expert Committee on Materials Science and Engineering (MatSEEC) activities, the principal mission of this position is to provide the scientific secretarial support to MatSEEC in the execution of its work plan as well as its statutory meetings and ad-hoc activities.

The position will report to the Head of the Science Support Office.

This position will involve:

- Assisting the Head of the Science Support Office, in providing the scientific secretarial support to the MatSEEC Committee by:
 - Coordinating the Committee activities and ensuring that the Chair and the Committee have the appropriate support and are provided with quality information and papers in a timely manner, respecting deadlines;
 - Preparing, with the Committee chair, plenary meetings agendas and documents;
 - Following-up on decisions and actions agreed by the Committee;
 - Monitoring the execution of the Committee budget.
 - Assisting the MatSEEC Committee members in the execution of the MatSEEC work plan by:
 - Following-up decisions and actions relevant to the MatSEEC Working Groups activities;
 - Organising dedicated thematic meetings and workshops;
 - Gathering and synthesising background information as required by the working groups;
 - Coordinating the production and publication of high quality scientific reports.
 - Supporting the Head of the Science Support Office in monitoring and developing relations with relevant external scientific bodies, and representing ESF and MatSEEC committees in external meetings.
 - Contributing, under the aegis of the Head of the Science Support Office and the MatSEEC chair, to mobilise and motivate the Expert Committee to develop external activities.
 - Keeping up-to-date with relevant scientific and research policy developments in the domain of materials science.
 - Undertaking other specific tasks at the request of the Head of the Science Support Division.
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The Junior Science Officer should demonstrate the following competencies:

- Specific competencies
 - PhD or Master's degree in the area of Materials science and Engineering, preferably with a further 1-2 years' research experience;
 - Basic knowledge of European and national research structures and institutions and European and international science policy;
 - High standard of spoken and written English; a working knowledge of another European language will be an advantage;
 - Ability to draft under supervision concise and clear scientific documents;
 - Good working knowledge of MS Office systems and of electronic databases and Web sites.
- Inter-personal competencies:
 - Good organisational skills and capacity to deliver on allocated tasks and respond in a timely manner to deadlines;
 - Action-orientated and responsible;
 - Creative, willing to take initiative and continuously improvement-minded;
 - Transparency in working and a team-orientated work ethic;
 - Ability to represent ESF in the scientific community if applicable;
 - Good communication skills across cultural and scientific boundaries, showing discretion, diplomacy and tolerance;
 - Good presentational skills;
 - Positive and constructive attitude.

Employment conditions:

- This 50% position is offered for a 12 month contract preferably starting Mid-March 2013.
- The place of work is Strasbourg, France and the job will involve some 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 in English) by **12 february 2013** to jobs@esf.org quoting the following reference **MatSEEC - JSO**.

Interviews will be held in Strasbourg on **20 February 2013**.

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