



ELI Delivery Consortium AISBL

Chief Administrative Officer (CAO) – Background information and position description

Background information on the ELI Delivery Consortium International Association (AISBL)

The ELI Delivery Consortium International Association (ELI-DC AISBL) is an international non-profit Association after Belgian law founded in April 2013. It has the general mission to promote the sustainable development and visibility of the Extreme-Light-Infrastructure (ELI) as a pan-European research infrastructure.

Listed in the ESFRI Roadmap of pan-European Research Infrastructures of high priority, ELI will be the world's first international laser research infrastructure. It is presently under implementation, with three facilities being constructed in the Czech Republic, Hungary and Romania. The ELI facilities will be operated jointly under a single pan-European consortium – preferably a European Research Infrastructure Consortium (ERIC).

The ELI-DC AISBL has been established to support the coordinated implementation of the ELI research facilities, preserve the consistency and complementarity of their scientific missions, and promote and advertise the wide range of future research opportunities of ELI to the user communities. The Association will also prepare and organise the establishment of the consortium that will be in charge of the future joint operation of the facilities.

Main responsibilities of the Chief Administrative Officer

The CAO will provide daily support towards the functioning of the Association according to the Articles of the Association, in particular in the following administrative and management areas:

- Daily organisation and monitoring of the activities and performance of the administrative staff employed by or put at the disposal of the Association
- Legal management: monitoring of the legal aspects of the Association's operation, including employment and payroll management, procurement, European legislation pertinent to Research Infrastructures, and other legal issues related to the Association's legal compliance
- Financial management: preparation of planning, accounting and reporting of the financial resources used by the Association (including financial and tax reporting, and monitoring of the execution and accounting of the Members' contributions) with the support of the financial officer of the Association
- HR management: identification of needs, preparation of position announcements, assistance in recruitment process

- Active participation in the preparation of the activity plan, activity reports, budget and accounts
- Support in the preparation, organisation and follow-up of meetings of the General Assembly, Management Board and Coordination council
- Public relations: contribution to definition of communication strategy, to communication content and activities.

In all these areas, the CAO shall act under the authority and responsibility of the Director General and CEO of the Association.

The CAO shall also provide support and advice, within his/her fields of expertise, towards the institutional and political promotion of ELI and the Association's activities related to the establishment of the ELI-ERIC. For that purpose, the CAO may, in particular, be requested to actively participate in conferences, workshops, seminars or other networking activities.

The CAO is also expected to be appointed as a member of the Management Board, one of the statutory bodies of the Association. This appointment will be subject to a mandate by the General Assembly. The term of office of the members of the Management Board is, in general, two (2) years and is renewable.

The Management Board consists of the Director General and at least two other members directly appointed by the General Assembly. The Management Board is responsible for the fulfilment of the objectives of the Association under the strategic orientations defined by the General Assembly and under the chairmanship of the Director General.

Skills and experience required for the position

- Academic education or equivalent professional experience in law and in at least one of the following areas: business administration, project management, finance
- Previous experience or knowledge in the administration of international projects / consortia / organisations (specific experience or knowledge in the administration of ASBLs and/or AISBLs would be a strong asset)
- Successful experience in organisation building and project coordination, excellent interpersonal and leadership skills
- Previous experience of and knowledge in the public research sector preferably at the European level would be a plus
- Networking and negotiation skills
- Communication skills
- Ability to develop strategies for project development, funding and management
- Professional proficiency in English, knowledge in at least another European language (French in particular)
- International background and readiness for mobility are being expected.

Contractual aspects

Candidates should demonstrate full-time availability for the position.

The CAO will be employed by the ELI-DC AISBL. Remuneration, subject to negotiation, will be commensurate with the experience and credentials of the selected candidate.

The CAO will be stationed at the site of one of the ELI Host Members. Frequent travels to the other ELI research centres and abroad are expected.

Candidates should send a letter of interest, including a brief description of experience relevant to the position, as well as their CV to: jobs@eli-laser.eu **no later than 28 February 2014.**

For informal enquiries about any aspect of the post, please contact Prof. Wolfgang Sandner, Director General and CEO of the ELI-DC AISBL (wolfgang.sandner@eli-laser.eu). All enquiries/information from the candidates will be handled in confidentiality.

All applications will be assessed by a selection committee consisting of the Director General and of representatives of the Association's Members.

Selected candidates will be invited for interview (precise date and location to be communicated at a later stage).