The ESF is a non-profit organisation dedicated to the support of excellent science through partnerships with European research organisations. We operate in the EU and wider European environment and collaborate with major scientific stakeholders. In the frame of our development we invite applications for a Junior Science Officer.

The mission of the position is to assist the science staff in supporting the coordination and management of EC projects, completing grant evaluation processes and, when applicable, representing ESF to improve its visibility on the European research landscape.

This position will involve:

▪ Supporting the implementation of ongoing EU H2020 project activities in the field of Responsible Research and Innovation (RRI) and its related themes, in particular the CASPER project (www.caspergender.eu);
▪ Contributing to the timely performance of project activities, championing the preparation of deliverables, reports and supporting the organisation of project events;
▪ Representing ESF in assignment-related meetings when necessary;
▪ Ensuring high quality implementation of grant evaluation activities in a timely manner, through (i) identification of appropriate potential reviewers, and (ii) quality check on the contents and form of evaluation reports;
▪ Organising events for consortium and external stakeholders and engage in awareness raising of RRI priorities;
▪ Contributing to create and maintain strategic networks with a wide range of stakeholders (e.g. policy makers, NGOs, funders, consortium partners, scientists);
▪ Proposing and drafting of materials for publication for a variety of different audiences, such as news items or general communication updates of project activities;
▪ Keeping up-to-date with relevant scientific and research policy developments.

The Junior Science Officer should demonstrate the following competencies:

Specific competencies
▪ PhD or Master’s degree with at least 3 years of experience in a relevant field;
▪ Proven experience in project management of international, in particular European Commission, funded projects;
▪ Basic knowledge of European and national research structures and institutions contributing to the European and international science policy;
▪ Good understanding of EU state-of-the-art in gender equality in education and research and the EU gender equality policies;
▪ High standard of spoken and written English, the working knowledge of another European language is considered an advantage;
▪ Ability to draft, under supervision, and present concise and clear scientific documents;
• Good working knowledge of MS Office systems and of electronic databases and Web sites (Scopus, ISI Web of Science, Google Scholar...).

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;
• 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;
• Creative, willing to take initiative and continuous improvement-minded;
• Good presentational skills;
• Positive and constructive attitude.

Employment conditions:
This position empowers an emerging junior scientist with top-class learning in a very pleasant and dynamic environment.

• The position is expected to be full-time (100% FTE) and will start as soon as possible;
• The contract is offered for a duration of 12 months;
• The person selected for the position will be working from the ESF Headquarters in Strasbourg.

Please send your application (cover letter + CV in English) by 30 March 2021 to jobs@esf.org quoting the following reference JSO RRI 21. Interviews will be held on 9 April 2021.

The ESF will not discriminate, nor allow its staff to discriminate, against any member of staff or applicant for employment or ex-employee on the basis of gender (including in cases of pregnancy or maternity); age; ethnic, national or social origin; religion or belief; sexual orientation; disability; political opinion; social or economic condition or health.