

Administrator - CoARA

The ESF is a non-profit organisation dedicated to the support of excellent science through the provision of specialized services. 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 an Administrator.

The mission of the position is to provide optimal administrative support to the day-to-day administration of science activities by supporting EC projects activities (CoARA Boost project), to provide budgetary and expenditure control of these activities and to provide support to the CoARA team.

ESF SC has been appointed to host the secretariat of the Coalition for Advancing Research Assessment (CoARA - <https://coara.eu/>).

CoARA is a global Coalition of signatories of the Agreement on Reforming Research Assessment (<https://coara.eu/agreement/the-agreement-full-text/>). This agreement sets a shared direction for changes in assessment practices for research, researchers and research-performing organisations, with the overarching goal of maximising the quality and impact of research.

CoARA is composed of more than 500 universities, research organisations, agencies involved in research assessment and other relevant organisations. These institutions commit to working together for systemic reform on the basis of common principles within an agreed timeframe, facilitating exchanges of information and mutual learning between all those willing to improve research assessment practices.

The CoARA Boost project has a duration of 36 months and has been funded by the European Commission as part of its Horizon Europe framework. The overarching objective of the CoARA Boost project is to contribute to enabling a systemic reform of assessment of research, researchers and research organisations that recognises the diverse outputs, practices and activities that maximise the quality and impact of research. CoARA Boost will: i) strengthen CoARA's operational capacity, ii) catalyse knowledge development, policy evolution and institutional change in research assessment, iii) facilitate collection and exchange of good practices, iv) widen the Coalition's membership in Europe and beyond.

This position will involve:

- Acting as a contact point for scientists involved in ESF scientific activities;
- Organising online, hybrid and physical scientific meetings and events; providing administrative support for EC projects activities. This will be done through advance planning and may include logistical on-site support;
- Undertaking appropriate financial and budgetary control in line with ESF Financial Rules, including Delegated Financial Authority. Verifying and controlling invoices and claims for expenses and providing relevant information to Finance service so as to allow for the timely and regular presentation of financial reports and, as appropriate, within the terms of contractual agreements;
- Ensuring high-quality documentation for meetings is provided in an appropriate form and in a timely manner. Documentation will include draft agendas and supporting papers and action sheets and minutes as necessary;
- Ensuring the follow-up of actions as necessary;
- Maintaining and updating relevant Web pages and providing support for ESF information and communication activities (newsletter, publications...);

- Making optimal and cost-effective travel arrangements as requested;
- Entering and updating relevant data into ESF information systems, in compliance with ESF Procedural Rules
- Undertaking other administrative duties as necessary and at the request of the Management.

The Administrator should demonstrate the following competencies:

- Degree or equivalent administrative/secretarial qualifications with a minimum experience of 2-5 years, preferably in an international environment;
- Proven administrative experience of the organisation of meetings and travels and knowledge of office procedures;
- High standard of spoken and written English as the working language;
- Good practical working knowledge of MS Office systems (especially MS Word, Access, Excel, PowerPoint) and experience in the use of IT tools;
- Knowledge of financial and budgetary control;
- Good organisational skills and capacity to deliver on allocated tasks and respond in a timely manner to deadlines;
- Ability to manage priorities;
- Task-orientated, responsible and autonomous, and continuously improvement-minded;
- Strong inter-personal and communication qualities within a multi-national context, including discretion, diplomacy and tolerance;
- Transparency in working and a team-orientated work ethic (both in terms of Unit and corporate working);
- Commitment to “customer care” with colleagues throughout the organisation and to ensuring external customer satisfaction;
- Positive and constructive attitude.

Employment conditions:

- This full-time position is expected to start asap.
- 18 months contract + possible extension/CDI.

Please send your application (cover letter + CV in English) by **4 September 2023** to jobs@esf.org quoting the following reference **ADMINC**. Interviews in Strasbourg in September 2023.

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