**ESO VACANCY**

Applications are invited for the position of **HEAD OF ADMINISTRATION**

ESO employs in total approximately 500 staff members, and the Administration Division comprises the Administration at the Headquarters in Garching near Munich and the Administration in Santiago in Chile. The successful candidate will be supported by some 50 qualified staff members. As a member of the ESO Management Board the Head of Administration contributes essentially to the development of the overall policy, strategic planning, relations to the members of personnel and maintains professional contacts at highest level outside the Organisation. The main task is to provide efficient administrative services and advice to the Director General, Division Leaders and to staff members in the scientific and technical areas in the fields of financial planning and accounting, personnel management, purchasing, legal and contractual matters, information systems and building and site maintenance.

Beside an appropriate professional qualification, the ideal candidate will have substantial management and leadership experience within a scientific organisation, preferably international. Knowledge of administrative, legal, financial and personnel procedures are required. Excellent communication skills and a very good knowledge of English are essential. Knowledge of German would be an important asset. Additional knowledge of other European languages, in particular Spanish, would be an advantage.

We offer an attractive remuneration package including a competitive salary (tax free), comprehensive social benefits and financial help in relocating your family. The initial contract is for a period of three years with the possibility of a fixed-term extension. Serious consideration will be given to outstanding candidates willing to be seconded to ESO on extended leaves from their home institutions. Either the title or the grade may be subject to change according to qualification and the number of years of experience.

If you are interested in working in a stimulating international research environment and in areas of frontline science and technology, please consult our homepage http://www.eso.org for details and forward your résumé (in English) to ESO, Mr. Roland Block, Head of Personnel Department, Karl-Schwarzschild-Str. 2, D-85748 Garching, Germany, Tel +49 89 320 06-589, e-mail: rblock@eso.org.

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**PERSONNEL MOVEMENTS**

**International Staff**

(1 April – 30 June 2001)

**ARRIVALS**

**EUROPE**

KOKE, Thomas (D), Adm. Software Syst. Specialist
LI CAUSI, Gianluca (I), Associate
MARTEAU, Stéphane (F), Operations Support Scientist

**CHILE**

DAHLEM, Michael (D), Operations Staff Astronomer
IVANOV, Valentín (I), Fellow
KONTINEN, Samu (SF), Associate SEST
NIELBOCK, Markus (D), Fellow
PRITCHARD, John (NZ), Operations Staff Astronomer
SAVIANE, Ivo (I), Fellow

**DEPARTURES**

**EUROPE**

BROADHURST, Thomas (GB), User Support Astronomer
DAY, Philippa (GB), Technical Documentation Archivist
MIRALLES, Joan-Marc (I), Associate
MOUREAU, Serge (B), Electronic Technical Engineer
SPOON, Henrik (NL), Student

**CHILE**

FRANCOIS, Patrick (F), Astronomer
SEKIGUCHI, Tomohiko (J), Student

**Local Staff**

(1 April – 30 June 2001)

**ARRIVALS**

SALGADO IBARRA, Fernando, Electronics Engineer, Paranal
AUBEL NAVARRETE, Karla Renata, Telescope Instruments Operator, La Silla

**DEPARTURES**

MORALES OSORIO, David, Accounting Clerk, Santiago
TIGHE CULLEN, Roberto, Óptico, La Silla

**Scientific Preprints**

(April–June 2001)