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.

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

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(April–June 2001)

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ESO, the European Southern Observatory, was created in 1962 to “... establish and operate an astronomical observatory in the southern hemisphere, equipped with powerful instruments, with the aim of furthering and organizing collaboration in astronomy ...” It is supported by nine countries: Belgium, Denmark, France, Germany, Italy, the Netherlands, Portugal, Sweden and Switzerland. ESO operates at two sites. It operates the La Silla observatory in the Atacama desert, 600 km north of Santiago de Chile, at 2,400 m altitude, where several optical telescopes with diameters up to 3.6 m and a 15-m submillimetre radio telescope (SEST) are now in operation. In addition, ESO is in the process of building the Very Large Telescope (VLT) on Paranal, a 2,600 m high mountain approximately 130 km south of Antofagasta, in the driest part of the Atacama desert. The VLT consists of four 8.2-metre and three 1.8-metre telescopes. These telescopes can also be used in combination as a giant interferometer (VLTI). The first two 8.2-metre telescopes (called ANSU and KUEYEN) are in regular operation, and the other two will follow soon. Over 1200 proposals are made each year for the use of the ESO telescopes. The ESO Headquarters are located in Garching, near Munich, Germany. This is the scientific, technical and administrative centre of ESO where technical development programmes are carried out to provide the La Silla and Paranal observatories with the most advanced instruments. There are also extensive astronomical data facilities. In Europe ESO employs about 200 international staff members. Fellows and Associates in Chile about 70 and, in addition, about 130 local staff members.

The ESO MESSENGER is published four times a year: normally in March, June, September and December. ESO also publishes Conference Proceedings, Preprints, Technical Notes and other material connected to its activities. Press Releases (VLTI). The main media about particular events. For further information, contact the ESO Education and Public Relations Department at the following address:

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