

Applications are invited for the position of

## HEAD OF ADMINISTRATION

CAREER PATH: VII

**Purpose and scope of the position:** 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. As a member of the ESO Management the Head of Administration contributes essentially to the development of the overall policy, strategic planning, relations to the members of the personnel and maintains professional contacts at highest level outside the Organisation. ESO employs in total approximately 650 staff members and the Administration Division comprises the Administration at the Headquarters in Garching near Munich and the Administration in Santiago (Chile). The successful candidate will be supported by some 50 qualified staff members.

**Professional requirements/qualifications:** An appropriate professional qualification as well as substantial management and leadership experience within a scientific organisation, preferably international, and knowledge of administrative, legal, financial and personnel procedures are required. Excellent communication skills and a very good knowledge of English are essential. Good knowledge of the German language would be an important asset. Additional knowledge of other European languages, in particular Spanish, would be an advantage.

**Remuneration and contract:** We offer an attractive remuneration package including a competitive salary (tax-free), comprehensive pension scheme and medical, educational and other social benefits as well as financial support in relocating your family. The initial contract is for a period of three years with the possibility of a fixed-term extension or permanence. 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 qualifications and the number of years of experience.

**Staff category:** International Staff Member.

**Duty station/Place of residence:** Garching near Munich, Germany, with regular duty travels to Chile.

**Starting date:** 1 September 2005.

**Applications:** If you are interested in working in a stimulating international research environment and in areas of frontline science and technology, please send us your CV in English and the ESO Application Form (to be obtained from the ESO Home Page at <http://www.eso.org/gen-fac/adm/pers/forms/>) by

**30 April 2005.**

For further information please contact Mr. Roland Block at [rblock@eso.org](mailto:rblock@eso.org).

You are also strongly encouraged to consult the ESO Home Page (<http://www.eso.org>) for additional information.

Although preference will be given to nationals of the Member States of ESO: Belgium, Denmark, Finland, France, Germany, Italy, The Netherlands, Portugal, Sweden, Switzerland, and United Kingdom, no nationality is a priori excluded. The post is equally open to suitably qualified male and female applicants.

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Applications are invited for an Operations Staff Astronomer position in the Science Operations Department at the Very Large Telescope on Cerro Paranal near Antofagasta, Chile. This post is open to suitably qualified men and women:

## OPERATIONS STAFF ASTRONOMER

CAREER PATH: V

**Assignment:** The successful candidate will support observing operations in both visitor and service mode at the VLT Unit Telescopes (UT) on Paranal. The tasks to be performed include the short-term (flexible) scheduling of queue observations, the calibration and monitoring of the instruments, and the assessment of the scientific quality of the astronomical data. Paranal Operations Staff Astronomers contribute to the challenge of operating a world leading astronomical facility so as to optimize its scientific output, have the opportunity to acquire expert knowledge of novel instrumentation, and may be given the overall responsibility for an instrument. Flexibility exists so as to tailor duties and responsibilities as a function of personal expertise and interests.

Operations Astronomers may be members of the ESO Science Faculty, with an appointment at the level of Assistant or Associate Astronomer. They will be expected and encouraged to actively conduct astronomical research up to 50 % of the time. 105 nights per year are spent at the observatory carrying out functional duties, usually in a shift of 8 days on Paranal, 6 days off. The rest of the time is spent in the Santiago office. Depending on qualification, expertise, and personal interest, Operations Astronomers may alternatively be offered an appointment with up to 20 % of the time for personal research and 135 nights per year to be spent on the observatory. Financial support for scientific trips and stays at other institutions, including in Europe, is foreseen for all Paranal Operations Astronomers.

**Education:** Ph.D. in Astronomy, Physics or equivalent.

**Experience and knowledge:** The Observatory is seeking a staff astronomer with substantial observing experience (at least three years). The ideal candidate will be active researcher and have excellent observation oriented research records, will be familiar with a broad range of instrumental, data analysis, archiving and observational techniques, and must be conversant with at least one major data reduction package such as MIDAS, iraf or IDL. Of special value would be a record of instrumental experience, such as the participation in the design, construction or calibration of existing instruments. Excellent communication skills, a good command of the English language, a working knowledge of Spanish or a willingness to learn and a strong sense of team spirit are essential.

**Duty station:** Paranal and Santiago, Chile.

**Starting date:** As soon as possible.

**Contract:** The initial contract is for a period of three years with the possibility of a fixed-term extension or permanence. Promotions will be based on scientific as well as functional achievements.

**Remuneration:** We offer an attractive remuneration package including a competitive salary (tax-free), comprehensive pension scheme, medical, educational and other social benefits as well as professional training opportunities and financial support in relocating your family. Either the title or the grade may be subject to change according to education and the number of years of experience.

**Applications** consisting of your CV (in English language), the ESO Application Form (<http://www.eso.org/gen-fac/adm/pers/forms/>) and four letters of reference should be submitted by

**30 April 2005.**

For further information, please consult the ESO Home Page (<http://www.eso.org>) or contact Mrs Nathalie Kastelyn, Personnel Department, Tel. +49-89-3200-6217.

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