

Applications are invited for the position of

ALMA PROJECT PLANNER/SCHEDULER

CAREER PATH: V

The Atacama Large Millimeter Array (ALMA) is an international astronomy facility. ALMA is an equal partnership between Europe and North America, in cooperation with the Republic of Chile, and is funded in North America by the U.S. National Science Foundation (NSF) in cooperation with the National Research Council of Canada (NRC), and in Europe by the European Organisation for Astronomical Research in the Southern Hemisphere (ESO) and Spain. ALMA construction and operations are led on behalf of North America by the National Radio Astronomy Observatory (NRAO), which is managed by Associated Universities, Inc. (AUI), and on behalf of Europe by ESO.

The ALMA construction project has adopted a management structure based on the Integrated Product Team (IPT) concept. The IPT concept provides a method of managing tasks carried out across multiple organizations and locations. Each Level One WBS element is managed by an IPT responsible for delivering the required sub-systems on time, within the specified cost and meeting the project requirements. The ALMA Project Management Control System (PMCS) is centralized under the leadership of the ALMA Project Controller located in the ALMA offices in Santiago, Chile with staff located in Chile, Europe and North America.

Purpose and scope of the position: The successful candidate is part of the ALMA PMCS team and reports to the European Project Controller. Responsibilities include: maintaining integrated project schedules for activities conducted in Europe; coordinating work activities with IPT's; progressing schedules and assisting in identifying and resolving schedule conflicts; providing Earned Value Management (EVM) reporting and variance analysis in conjunction with the Project Controller; developing and controlling associated project documentation; providing change and problem management.

The position involves duty travels to ALMA partner regions, Chile, Europe and North America.

Duties and responsibilities:

- Using Project Planning & Control (PP&C) tools, document and maintain master and sub-project plans including schedule, tasks, milestones, resource assignments and time/expense tracking for large, geographically dispersed, IPT activities and subcontracted work.
- Configure and customize PP&C software programs including determining user requirements; establishing and maintaining multiple remote user accounts; establishing data interfaces; and developing internal and executive reports.
- Assist the Project Controller with analyzing and reporting on the required master and sub-project plans to plan, track and display IPT efforts and performance.
- Assist with the integration of cost accounting and other plans into the master project schedule to facilitate EVM; collect periodic updates and reconcile differences; develop, analyze and report on EVM metrics as directed by the Management IPT.
- Assist with development and maintenance of additional project management tools and processes to assist the Project Controller in overseeing the IPT efforts and activities.

Professional requirements/qualifications:

- University degree in Engineering or technology-related fields.
- Significant experience using medium to high-end Project Planning & Control tools (e.g. Open Plan, COBRA, Primavera, MS Project Server, MS Project Professional, etc.).
- Experience of working in large collaborative multi-cultural project environments.
- Ability to coach technical and financial personnel in Earned Value Management (EVM) and project scheduling methods (e.g., critical path method).
- Project Management Professional (PMP) certification is a plus.
- Proficiency in MS Office applications (Outlook, Word, PowerPoint, Excel and Access).
- Multi-tasking competencies to manage multiple efforts or projects.
- Excellent communication skills, a good command of the English language and a strong sense of team spirit are essential.

Duty station: Garching near Munich, Germany.

Starting date: As soon as possible.

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 help in relocating your family. The initial contract is for a period of three years with the possibility of a fixed-term extension or permanence. The title, grade or level of responsibility may be subject to change according to qualification and the number of years of experience. Serious consideration will be given to outstanding candidates willing to be seconded to ESO on extended leaves from their home institutions.

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 (<http://www.eso.org/gen-fac/adm/pers/forms/>) together with the names of four individuals willing to provide professional reference letters. Applications should be submitted by

31 Juli 2005.

For further information please contact Mr. Roland Block, Head of Personnel Department, Tel. +49-89-3200-6589. You are also strongly encouraged to consult the ESO Home Page (<http://www.eso.org/>) for additional information about ESO.

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 the United Kingdom, no nationality is a priori excluded.