

## Project Management Support Officer

### Organization

The International Center for Synchrotron-light for Experimental Science and Applications in the Middle East (SESAME) is established in Jordan, under the auspices of UNESCO. Its mission is to promote international collaboration in the Middle East and the Mediterranean region using synchrotron light for basic and applied research in physics, chemistry, biology, materials science, environmental and medical investigations, archaeological studies and other research areas of relevance to the region. The centerpiece of SESAME is an advanced synchrotron light source that is being constructed and to be operated by the Members of SESAME (Cyprus, Egypt, Iran (Islamic Republic of), Israel, Jordan, Pakistan, the Palestinian Authority, and Turkey) with the support of the international community. SESAME is an international scientific and technological centre of excellence open to all qualified scientists worldwide. SESAME is partner of OPEN SESAME (<http://www.opensesame-h2020.eu/en/>), a EU supported project supporting, among other activities, staff exchanges between SESAME and various European Institutions.

### Technical Background

The accelerator complex of SESAME consists of a 22 MeV Electron Preaccelerator, an 800 MeV Electron Booster Synchrotron, and 2.5 GeV Electron Storage Ring. The accelerator complex is fully operational. Two beamlines are presently installed at SESAME (XAFS/XRF and IR). One more beamline is being installed (Materials Science), components for a fourth beamline for Macromolecular Crystallography are being procured and a fifth beamline for microtomography is foreseen in the coming years. The XAFS/XRF beamline started its experimental activity in November 2017, while the IR beamline is in the commissioning phase.

### Assignment

#### I Organizational setting of the post

- |                       |  |
|-----------------------|--|
| 1. Post grade:        | P1 step 1  |
| 2. Title of the post: | Project Management Support Officer (Vacancy notice number AD/18/5) |
| 3. SESAME Sector      | Administrative   |
| 4. Duty Station:      | SESAME site, Allan, Jordan   |
| 5. Type of contract:  | Fixed term, 3 years (first 12 months are probation period).        |

#### II Mission

We are looking for a Project Management Support Officer to host all projects information and gathers all related documents to provide key professional input once required.

The individual must have enthusiasm for project management and or science, communication skills, proven experience planning and controlling projects to be part of the next wave of projects at SESAME and to make an important contribution to the future success of science and technology based organization in the Middle East.

The Project Management Officer, working closely with the Project Managers and/or directors, will support the timely delivery of projects and will maintain the project schedule, milestones and risk registers.

The Project Management Officer will contribute to the building of a solid and professional project management community across the organization.

#### III Qualifications

##### Essential Qualifications

1. Relevant academic degree (preferably Engineering or business administration),
2. Sound understanding of project management best practice and ability to tailor it to project environment;
3. Excellent command of English in speaking and writing,
4. A demonstrated ability to maintain, analyse and report on project controls;
5. Good oral and written communication skills and the ability to influence people in widely differing parts of a complex organisation;
- 6.
7. Ability to tailor personal approach to planning to suit the dynamics of each project team to keep projects on schedule and facilitate remedial action where projects are in difficulty;
8. Excellent IT skills;
9. Demonstrated experience and proficiency using Microsoft Project and Microsoft Office Enterprise Project Management (EPM);
10. Good attention to detail;
11. Logical approach to problem solving, and see issues through to completion;
12. Ability to establish priorities and meet deadlines;
13. Excellent planning and organising skills.

14. Flexibility: an ability and willingness to work in a fluid environment, and to re-prioritise objectives as needed while still making progress towards common goals.

**Desirable Qualifications**

1. Affiliation with project management professional body or working towards membership;
2. Qualifications in Project Management or substantial experience;
3. Experience of configuration management and document storage;
4. Experience of work effectively with colleagues from diverse backgrounds;
5. Experience of working in a team environment.

**IV Responsibilities**

1. To work closely with the Project Managers and/or Directors and Support departments to create and maintain a project plans and ensuring compliance to project control standards and procedures within the Project Management Group;
2. Be proactive in the appropriate monitoring of progress against the plan, highlight where the plan is not being achieved and work with the teams involved to identify and resolve issues;
3. Provide timely, accurate and appropriate management information to Project Manager and Programme Manager to support the overview of projects;
4. Assisting in the preparation of progress reports and meeting notes;
5. Provide assurance that the change control, risk management and cost control procedures are followed by the project manager;
6. Attend all relevant meetings at its all phases of each project;
7. Responsible for leading the work the development of SESAME Project Management and associated processes including quality assurance and configuration management;
8. Participate in and facilitate the planning and preparation of project management events and workshops;

**V Application Closing Date**

The search will start immediately and will continue until a suitable candidate is found

**Employment Conditions**

1. The work provisional starting date is as soon as possible
2. The work location is in Jordan
3. The candidate should be willing to travel abroad to attend training, workshops and seminars.
4. The position requires full time commitment.
5. The entry level and salary will be based upon the qualifications, experience and the level of responsibility of the post.
6. In addition to the basic salary the incumbent is entitled to other allowances (installation grant, education grant, housing subsidy, etc.).
7. For more information please consult ([www.sesame.org.jo/jobs/employmentconditions.aspx](http://www.sesame.org.jo/jobs/employmentconditions.aspx))
8. The candidate should ideally be a national of a Member of SESAME.
9. SESAME is an equal opportunity employer

**How to apply**

A detailed C.V. in English, a cover letter and a list and contact details of at least two referees should be addressed to SESAME Administration by filling the Online Submission Form on the announcement page. For further Information: Consult the SESAME website: [www.sesame.org.jo](http://www.sesame.org.jo)