



SESAME

Synchrotron-light for Experimental Science & Applications in the Middle East

Vacancy Notice No:	AD/20/03.
Position and Grade:	Senior HR Officer (Grade and Step will be defined according to the experience).
Sector:	Administrative.
Duty Station:	Allan, Jordan.
Issue Date:	September 17 th , 2020.
Type/Duration of Appointment:	Fixed term for 3 years and renewable (first 12 months are probation period).
Date for entry on duty:	January 2021, or as soon as possible after this.
Application Deadline:	December 16 th , 2020 or until a suitable candidate is found.

Organization Setting

The Synchrotron-light for Experimental Science and Applications in the Middle East (SESAME) has been established in Jordan, under the auspices of UNESCO. Its mission is to promote international collaboration in the Middle East and neighboring countries 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 2.5 GeV synchrotron light source that has been constructed and is operated by the Members of SESAME with the support of the international community. SESAME is an international scientific and technological center of excellence open to all qualified scientists worldwide. Three beamlines (XAFS/XRF, IR and MS) are currently in operation and open to external users. A fourth and fifth beamline (for X-ray tomography and soft X-ray spectroscopy) are under construction and are expected to come into operation in 2022.

Assignment

Under the supervision of the Administrative Director, and in close collaboration with other Scientific, Technical and Administrative staff, the candidate will:

- Assist in the development and implementation of HR initiatives and activities.
- Assist in the preparation of job descriptions, the advertising of job vacancies, hiring analytics and handling of the hiring process, as well as other relevant staff matters.
- Create, implement and manage the staffs' onboarding plans.
- Identify Key Performance Indicators (KPIs) for the HR Management Unit.
- Help in implementation of SESAME's staff training programs in close coordination and collaboration with the relevant Directors and/or staff.
- Assist in applying the performance appraisal system for SESAME's staff.

- Maintaining the employees' service records and paperwork.
- Assist in drawing up plans for personnel hiring procedures and goals.
- Assist in the management of disciplinary and grievance issues.
- Assist in reviewing employment and working conditions to ensure their compliance with SESAME's governing documents.
- Carrying out any other relevant tasks/duties as requested by the Administrative Director.

Education and Experience

- Relevant university degree.
- At least ten years of experience directly related to HR activities including experience with ERP (Enterprise Resource Planning) software or a similar one.
- Professional HR certificate is a plus.

Knowledge, Skills and Abilities

- Available to work in Jordan.
- Available to work under pressure.
- Excellent knowledge of English (oral and written).
- Excellent knowledge of the office computing environment (Windows, Word, Excel, PowerPoint, etc.).
- Familiarity with office organization and optimization techniques.
- High degree of multi-tasking and time management capability.
- Integrity, discretion and professionalism.
- Team spirit and good communication skills.

Remuneration

Appointment is made by the SESAME Director. The Senior HR Officer will be hired at the Grade and Step compatible with his/her experience.

How to apply

A detailed C.V. in English, including the name, affiliation and e-mail address of 3 referees, and a motivation letter should be addressed to the Administrative Director by filling the Online Submission Form on the announcement page. Candidates from SESAME Members with equal qualification will be given preference.

For further Information

Consult the SESAME web site: www.sesame.org.io