Vacancy Notice No: SS/19/06
Position and Grade: Users Officer (P1 – Step I)
Sector: Scientific
Duty Station: Allan, Jordan
Issue Date: December 23th, 2019
Type/Duration of Appointment: 3 years (first 12 months are probation period).
Date for entry on duty: As soon as possible
Application Deadline: March 1st, 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 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 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 and two more beamlines (for X-ray tomography and soft X-ray spectroscopy) are under construction.

Assignment

- Under the supervision of the Scientific Director, and in close collaboration with other Scientific, Technical and Administrative staff, the main responsibilities of the candidate will be:
- Handling the scientific proposals submission, ensuring smooth interactions with the Proposal Review Committee.
- Coordination of the activities concerning the Users and their visits.
- Management of the relations and communication with the Users, the Proposal Review Committee’s members, and the SESAME’s Users Committee (SUC).
- Liaison between the User Community and the Scientific, Technical, and Administrative Sectors of SESAME.
- Organizing meetings, events and training programs.
- Carrying out any other tasks/duties as requested by direct supervisor and/or
SESAME Directorate.

### Education and Experience

- Bachelor degree in science, engineering or administration (and related fields).
- At least 5 years’ administrative experience.

### Knowledge, Skills and Abilities

- Available to work in Jordan.
- Available to travel abroad to attend meetings, training sessions, workshops and seminars, including periods away from home.
- Available to work under pressure.
- Excellent knowledge of English (oral and written). Knowledge of Arabic and of European languages other than English will be a plus.
- Excellent knowledge of the Office computing environment (Windows, Word, Excel, PowerPoint, etc.).
- Team spirit and good communication skills.

### Remuneration

Appointment is made by SESAME Director. Normally, the Users Officer is hired at P1 – Step I level.

### How to apply

A detailed C.V. in English and a cover 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.jo](http://www.sesame.org.jo)