



SESAME

## Synchrotron-light for Experimental Sciences and Applications in the Middle East

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| Vacancy Notice No             | AD/20/02   |
| Position and Grade:           | <b>Administrative Director (D1)</b>  |
| Sector:                       | Administrative   |
| Duty Station:                 | Allan, Jordan  |
| Issue Date:                   | 6 September 2020   |
| Type/Duration of Appointment: | Fixed term, full-time 4-year appointment (subject to a probationary period of 1 year) with the possibility of one renewal of another 4 years |
| Date for entry on duty:       | January 2021, or as soon as possible after this  |
| Application Deadline:         | 15 November 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 neighbouring 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 Director of SESAME, and in close collaboration with the Scientific and Technical Directors, the incumbent will provide overall administrative management of SESAME. In particular, the Administrative Director will:

- Direct the work relating to the administrative management of SESAME, its concept and planning to ensure the efficient utilization of SESAME resources.
- Prepare job descriptions of the required administrative staff and take

administrative actions as regards the required job descriptions of the scientific and technical staff.

- Ensure implementation of the seat agreement with the host country (Jordan) and maintenance of the SESAME campus.
- Ensure implementation of the SESAME staff rules and regulations, as well as the financial rules and regulations.
- Coordinate with the Scientific and Technical Directors the logistics of the training of SESAME junior scientific and technical staff, as well as the logistics of trainees in the two Sectors.
- Prepare the SESAME annual budget with account taken of the proposals of the Scientific and Technical Directors, and follow up on the Members' contributions.
- Act as focal point for the organization of the activity of the Finance Committee and preparation of its reports.
- Supervise and evaluate the activity of the staff of the Administrative Sector and that of consultants/experts in the Sector.
- Maximize and facilitate the utilization of SESAME's facilities for the benefit of the users in close coordination with the Scientific and Technical Directors.
- Monitor recent developments and carry out appropriate activities in administrative areas relevant to SESAME's mission.
- Be responsible for the logistics and administrative component of SESAME reports, strategic documents, conferences, symposia, committee meetings, advisory groups, consultant activities, and Council meetings.
- Participate as a member of the Board of Directors in formulating policy and developing innovative approaches and strategies to strengthen the efficiency and effectiveness of SESAME programmes.
- Act as focal point for managerial and administrative issues for the mobilization of resources for SESAME programmes from SESAME Members, international organizations, laboratories and other potential donors.
- Coordinate corporate management issues with the Directors of the Scientific and Technical Sectors.
- Carry out any other activities entrusted to him/her by the Director.

## **Education and Experience**

- Senior scientist with an advanced university degree at doctorate level in science or engineering.
- At least fifteen years of experience at senior managerial and budget planning level in a national, regional or international science institution.
- Experience in strategic and operational planning, project and resource management, programme monitoring/assessment and organizational development.
- A broad background with scientific as well as administrative leadership experience in scientific or technological programmes.
- Demonstrated experience in the formulation and implementation of international cooperative projects.

## Knowledge, Skills and Abilities

- Proven ability to work effectively in a multicultural environment managing a large work force.
- Strong communication and negotiation skills and ability to represent SESAME effectively.
- Strong managerial leadership skills with the ability to formulate sound fund-raising programmes/project proposals relevant to SESAME's mission.
- Good knowledge of activities in relevant international organizations, and demonstrated managerial skills in international cooperation.
- Experience in the management of IT resources and their effective application to management.
- Excellent oral and written command of English and Arabic.

## Remuneration

Appointment is made by the SESAME Council on the recommendation of the Director. Normally, the Administrative Director is hired at D-1 – Step 1 level.

## How to apply

A motivation letter and detailed C.V. in English should be addressed to the SESAME Director at [Director@sesame.org.jo](mailto:Director@sesame.org.jo). The application would need to include three letters of recommendation with the name of the referees and their respective contact details on them. These letters are to be sent to the SESAME Director at [Director@sesame.org.jo](mailto:Director@sesame.org.jo) independently of the other documents. Applications without a motivation letter and three letters of recommendation will be considered to be incomplete.

## For further Information

Consult the SESAME web site: <https://www.sesame.org.jo>