

The European Theoretical Spectroscopy Facility (ETSF) is searching for a **Research Network Administrator** to work with the ETSF Chief Executive and other senior scientists in the scientific, reporting, integration, financial and information management of the ETSF research network. The position will be based at the ETSF's central node, the Université Catholique de Louvain (UCL) in Louvain-la-Neuve, Belgium. The successful candidate will be employed by UCL, <http://www.uclouvain.be>. The appointment will be for two years, with the possibility of becoming a permanent position.

The European Theoretical Spectroscopy Facility is an innovative e-infrastructure dedicated to providing support and services for ongoing research in academic, government and industrial laboratories. Comprised of 10 core groups at universities across Europe and associated groups worldwide (www.etsf.eu), the ETSF carries out state-of-the-art research on theoretical and computational methods for studying electronic and optical properties of materials. All fields in need of knowledge about electronic excitations, transport and spectroscopy benefit from the ETSF, such as condensed matter physics and chemistry, biology, materials and nano-science. The ETSF gathers the experience and know-how of more than 200 researchers in Europe and the United States, facilitating innovation and rapid knowledge transfer.

Main duties of the Research Network Administrator will be:

- 1) Project Management directed at continual integration of the research capability of the ten nodes into the ETSF distributed network;
- 2) Financial Management of the ETSF's finances in collaboration with the Finance Departments of the 10 nodes;
- 3) Information management, using web and other technologies, both within the network and between the network and its external collaborators and the general public (training in web information provision will be given)
- 4) Record-keeping and periodic reporting (to the partner institutions and to the sources of network funding), gathering data from numerous sources within the network, and involving the use of the LaTeX document preparation system (for which training will be provided) as well as standard Office applications.

5) Local project management (finances, reporting for UCL research contracts), as time permits.

The work will require active involvement with partner institutions within the ETSF distributed network in connection with scientific management and project administration, travel to other nodes of the network, and networking meetings and conferences, from time to time. The candidate must be fluent in English, as the business of the ETSF is conducted entirely in English. Candidate will gain experience managing scientific projects, budgets, and IT skills that are critical for this position. A Master's degree in Project Management, Information Technology, Business Administration or a relevant scientific field (such as Physics, Chemistry, Materials Science or Engineering) is desirable. The salary level will depend on the candidate's experience. Recent Master's degree recipients are encouraged to apply.

Candidates should submit by 15 May 2010:

- 1) A letter of motivation,
- 2) A complete CV, and
- 3) Three letters of recommendation

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The employment starting date could be as early as 14 June 2010.

For more information, please contact:
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