

VACANCY

The Institut Laue-Langevin (ILL), situated in Grenoble, France, is Europe's leading research facility for fundamental research using neutrons. The ILL operates the brightest neutron source in the world, and welcomes over 2000 visits of scientists per year to carry out world-class research in a wide variety of scientific fields. Funded primarily by its three founder members: France, Germany and the United Kingdom, the ILL has also signed scientific collaboration agreements with 11 other countries. We currently have a vacancy :

Head of the Administration Division

Duties:

As a strategic thought partner reporting to the ILL Director, you will:

- Coordinate and supervise, in a hands-on, participative style, the Division's three services, which comprise some fifty members of staff and provide technical support in a broad range of areas, including human resources management, financial planning and accounting, purchasing, legal affairs and contracts,
- Bring your experience to bear within the ILL's Management Board on policy, strategic planning and operational issues, with the general objective of reinforcing the ILL's leadership and resources,
- Administer and coordinate the activities of the ILL's governing bodies: Steering Committee, Subcommittee on Administrative Questions and Audit Commission,
- Represent ILL Management on various internal and external bodies.

This position is a tremendous opportunity for a leader/manager to enhance the internal capacities of an internationally renowned, high-impact organisation.

Qualifications and experience:

Together with a diploma in a related field (economics, law, or administration for example), you must be able to demonstrate:

- Substantial administrative and management experience in a national or international scientific organisation (or similar),
- Experience of taking final responsibility for the content and quality of all financial data and reporting, and of audit coordination for an organisation or major programme area; sound knowledge of human resources management; previous experience in a senior human resources position would be an advantage,
- A successful track record in the setting of priorities and decision-making, the result of a flair for analysis, organisational capacities, problem-solving skills and strategic planning,
- Excellent communication and relationship-building skills, with an ability to negotiate and cooperate with a variety of internal and external actors,
- Personal qualities of integrity, credibility, and dedication to the ILL's mission,
- Written and spoken fluency in at least 2 of the following languages: English, German or French, with a willingness to learn the third.

We are committed to equal opportunity and diversity; we therefore encourage anyone with relevant qualifications to apply.

Notes:

The contract will begin in **May 2021** for a **mandate of five years**.

Candidates on secondment from another institute or university are welcome.

Post based in GRENoble, France, and subject to administrative screening.

Benefits:

Generous company benefits (expatriation allowance), relocation assistance and language courses may be offered (for more information, please consult our [employment conditions](#)).

How to apply:

Please submit your application on line, no later than **01.11.2020**, via our website:

www.ill.eu/careers (vacancy reference: **20/47**).

Interviews will be held in Grenoble in November/December 2020.

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