

IAU

International Astronomical Union
Union Astronomique Internationale

VACANCY ANNOUNCEMENT

HEAD OF ADMINISTRATION

The International Astronomical Union (IAU, www.iau.org), founded in 1919, is a non-government organization dedicated to the promotion of astronomy through international cooperation. Its 12 Divisions, 40 Commissions and 76 Working/Program Groups cover the whole spectrum of astronomy and astrophysics. The IAU has over 10,000 Individual Members in 87 countries. Of those countries, 70 are National Members of the IAU.

The IAU has a Secretariat of two full time and one part time staff in Paris, plus contracted support staff in Munich, Germany. The IAU is looking for a talented, self motivated, energetic, enthusiastic and organized individual to fill the full-time position of Head of Administration reporting to the General Secretary of the IAU with overall responsibility for managing the IAU Secretariat.

The Head of Administration will be expected to:

- Manage the work of the IAU Secretariat in Paris;
- Provide broad based administrative support to the General Secretary of the IAU;
- Supervise the staff of the Secretariat, currently an Administrative Assistant and a part-time Archivist;
- Supervise outsourced work such as payroll and IT support;
- Process payments/invoices;
- Maintain the financial records and annual accounts of the IAU, ensuring compliance with the appropriate regulations, and preparing them for external audit;
- Assist the General Secretary in the planning and preparation of the triennial General Assembly;
- Coordinate, plan and organise meetings for the Executive Committee and other bodies;
- Prepare documents for the Executive Committee and other bodies as necessary;
- Communicate and maintain effective working relationships with National Members and other organisations;
- Communicate with, and respond to questions and requests, from individual members of the Union and the general public;
- Maintain effective working relationships with the Paris Observatory and the Institut d'Astrophysique de Paris, the IAU hosts;
- Draft and edit correspondence including letters, agreements and memos.

The IAU is seeking candidates who have the following qualifications:

- Full command of written and spoken English and French;
- International experience in a scientific or related administrative field;
- Effective communication style with a proven ability to work successfully with people at all levels;
- Excellent verbal and written communication skills;
- Experience in using normal office software;
- Excellent interpersonal relation skills;
- Strong organizational ability and proven attention to detail;
- Ability to build and maintain relationships at the senior level;
- Flexibility in changing work assignments and handling multiple tasks;
- Professional image and the ability to maintain confidentiality;
- Self-motivation and initiative;
- Ability to handle sensitive issues in a tactful and diplomatic manner.

Familiarity with the 'Sage' financial software package would be an advantage, but all necessary training will be given.

Salary will be competitive and negotiable taking into account the successful candidate's qualifications and experience.

It is intended that the appointment will start on 1 October 2012, to allow overlap with the current postholder, with an initial probationary period of six months.

General information on the IAU can be found on the Union's web pages <http://www.iau.org>, and further information may be obtained by writing in confidence to the General Secretary at <icorbett@eso.org>.

Applications with full CV and names of two references should be addressed to the General Secretary of the IAU at icorbett@eso.org by **15 June 2012**. Interviews for short-listed candidates will be arranged in Paris in the first half of **July 2012**.