

ALMA Vacancy Notice

The Atacama Large Millimeter/submillimeter Array (ALMA), an international astronomy facility, is a partnership of Europe, North America and East Asia in cooperation with the Republic of Chile. ALMA is funded in Europe by the European Organization for Astronomical Research in the Southern Hemisphere (ESO), in North America by the U.S. National Science Foundation (NSF) in cooperation with the National Research Council of Canada (NRC) and the National Science Council of Taiwan (NSC) and in East Asia by the National Institutes of Natural Sciences (NINS) of Japan in cooperation with the Academia Sinica (AS) in Taiwan. ALMA construction and operations are led on behalf of Europe by ESO, on behalf of North America by the National Radio Astronomy Observatory (NRAO), which is managed by Associated Universities, Inc. (AUI) and on behalf of East Asia by the National Astronomical Observatory of Japan (NAOJ). The Joint ALMA Observatory (JAO) provides the unified leadership and management of the construction, commissioning and operation of ALMA.

The Joint ALMA Observatory invites applications for the position of:

Human Resources Manager for International Staff and Head of Internal Communications

The Human Resources Manager for International Staff and Head of Internal Communications is an international, high level management position in the Joint ALMA Observatory and she/he reports directly to its Director. She/he is the coordinator of all international staff HR activities and as such has a dotted line connection with the Executives. She/he is a member of the ALMA Human Resources Advisory Group, acting as its Secretary, organising meetings, suggesting agenda items and presenting status reports to the group. She/he is also responsible for the internal communications inside the JAO and with the ALMA Executives.

The staff of the Joint ALMA Observatory presently consists of about 35 International and 110 Local (Chilean) Staff Members. These numbers will double over the next two years. International Staff Members are under contract by one of the three international partners (Executives: ESO, NRAO/AUI and NAOJ), while Local Staff are under contract with the NA

partner (NRAO/AUI). There are presently more than 20 nationalities originating from six continents represented in ALMA. Its staff is deployed on two sites, a Santiago-based office and a camp near San Pedro de Atacama in northern Chile.

Key responsibilities include:

Support the ALMA Director and provide guidance in executing all International Staff Member (ISM) Human Resource responsibilities of the Joint ALMA Observatory and in internal (JAO and ALMA) communications matters. Promptly advise the ALMA Director, and Executives HR as required, of any ISM staffing issues.

International Staff HR

- Manage the JAO HR office for international staff;
- Maintain open and supportive working relationships with the Executives, facilitating timely and efficient delivery of services required for mutual support of international staff in Chile by the JAO and relevant Executives;
- Create and deliver a strategy for learning and career development within ALMA;
- Provide the ALMA Director with data and reports necessary to communicate key JAO ISM Human Resource metrics to the ALMA Board, Director's Council, Executives and the JAO Management Team. Attend meetings as required;
- Advise JAO managers of appropriate JAO and Executive ISM rules and regulations, and ensure maintenance of relevant guidance and other documentation as appropriate;
- Direct and monitor the ISM performance evaluation process and learning and development activities;
- Oversee, and participate in, the recruitment and selection activities of all International Staff, working with the Executives;
- Monitor the relocation of International Staff to Chile, providing direction and guidance on all JAO managed matters concerning social and cultural adaptation including language training;
- Develop and maintain productive and proactive ISM employee relations in order to deliver good quality services, resolving conflict and promoting a harmonious working environment;

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- Be aware of new developments and innovations in the field of Human Resources, in order to maintain high standards and contribute to the continuous improvement of HR ISM services.

Internal Communications

- Design and implement an internal communications strategy. Lead publication of JAO internal newsletter, acting as editor in chief;
- Lead the further development and maintenance of the ALMA Observatory identity taking into account the regional interest of the Executives.

Education

A university degree in Personnel/Human Resources, business, or related field of study is required. An advanced degree would be an asset.

Experience

At least ten years of experience leading Human Resources, including internal communications, preferably in an international organisation. It is essential that applicants have a proven track record of successfully working with employees from different countries and diverse cultures. Must be able to work effectively with the legal counsel of the respective Executives on foreign labour/employment legal matters. Proven experience meeting objectives and delivering on projects in the fields of HR and Communications, and the ability to build a collaborative working environment is necessary.

Must have experience in leading teams and coaching managers in skills and processes necessary to effectively lead their teams. Must have excellent interpersonal and intercultural skills and be able to work with staff at all levels of the organisation. The ability to work independently and creatively, and analyse and present information in a clear and logical manner is required.

Applicants must have good IT skills covering standard MS Office packages, and a clear understanding of HR information systems.

Communication and Language Skills

Excellent verbal and non-verbal communication skills are mandatory together with good writing and editing capabilities. Therefore a very good command of English is required; a working knowledge of Spanish would be a significant advantage.

Duty Station and Travel Requirements: Santiago, Chile. Travel to the ALMA Observatory site near San Pedro de Atacama, to meet regularly with managers and employees. Some international travel will be required.

Starting date: As soon as possible.

Contract: The initial contract is for a period of three years with the possibility of a fixed-term or indefinite extension.

Remuneration: ALMA International Staff will be recruited as employees of either ESO or AUI/NRAO. ESO and AUI/NRAO offer attractive remuneration packages including a competitive salary, comprehensive social benefits, and provide financial support in relocating families. Furthermore, an expatriation allowance as well as some other allowances may be added.

Applications with a cover letter specifying the position of interest should be sent to the Personnel Office, at either of the following addresses: ESO, Karl-Schwarzschild-Str. 2, 85748 Garching, Germany; or NRAO, 520 Edgemont Road, Charlottesville VA 22903, USA.

Applicants submitting their application to ESO are invited to apply online at <https://jobs.eso.org/>.

The review of applications will start on **15 December 2009**; however applications will be accepted until the position is filled.

For additional information, please contact the ALMA Director, Th. de Graauw at tdegraau@alma.cl. For more information on ALMA see: <http://www.almaobservatory.org/>

The NRAO/ESO are equal opportunity employers. The post is equally open to suitably qualified male and female applicants.