

Search Committee for the ELI Beamlines facility

ELI Beamlines Project Director – competency profile

The ELI Beamlines Project Director (“EBPD”) interfaces with the ELI Beamlines International Scientific Advisory Board, External Authorities and the EU/Czech Funding Bodies to match the goals and objectives of the Project with available funds and external requirements. The EBPD has the overall responsibility and authority for the Project in accordance with the ELI Project Technical Annex and the ELI/HiLASE Project Directive.

To carry out this responsibility, the EBPD relies on the direct assistance of the Principal Scientists, the Technical Director, the Project Manager and the External Relations Manager, supported by their various teams.

The EBPD shall be appointed by the Director of the Institute of Physics (“IoP”), which is the beneficiary of the project’s funds from the Operational Program Research and Development for Innovation (“OP R&DI”). The director of IoP shall consult the appointment with Coordination Committee, an external supervisory body. The EBPD directly reports to the Director of the IoP. The EBPD shall have a written authorisation for all delegated powers.

Within the scope of his/her duties as the Head of the ELI Beamlines facility, the EBPD shall have the following responsibilities:

1. Define the project goals and implement them
2. Chair the Steering Committee
3. Ensure compliance with the approved project budget
4. Comply with the rules for drawing funds from the special purpose budget funds
5. Establish and foster communication with the Coordination Committee and prepare underlying materials for the Coordination Committee’s meetings
6. Act as the project contact person pursuant to the Directives for the Beneficiaries of the OP R&DI
7. Establish the Monitoring Report and document its correctness by signing it
8. Appoint/remove managers to/from the Working Groups
9. Submit names of members of selection, evaluation and acceptance committees based on the Steering Committee’s proposal to the Director of IoP for appointing them
10. Prepare the tendering processes and the supplier selection
11. Approve tenders and sign contracts up to a certain amount designated by the special authorisation provided by the Director of IoP. Contracts exceeding this amount shall be submitted by the EBPD to the Director of IoP who will sign them
12. Make decisions on starting and terminating the project phases
13. Approve the outputs of sub-phases and the plans of the subsequent phases
14. Draft the crisis plan
15. Approve amendments in the Project that are not substantial
16. Inform the Director of IoP and the Coordination Committee of progress in the Project on a regular basis and provide them with timely information regarding all important matters that could influence the project schedule or budget
17. Ensure communication with national and international bodies

18. Make decisions on the method of covering ineligible expenses based on the Project Manager's proposal
19. Set up the risk management and submit risk management proposals to the Steering Committee for its opinion and/or decision
20. Prepare the Human Resources Management Plan and submit it to the Steering Committee for approval
21. Approve the Publicity Plan
22. Establish the economic reporting system.

Technical skills

1. Technical or natural science background
2. Very good understanding of the European research system and experience in European R&D structures (references)
3. Very good knowledge of the financial, legal and political instruments of European research
4. Excellent proficiency in English and knowledge of at least one other European language
5. References from R&D sector at European level
6. Experience in communication and branding experience (media references)
7. Other relevant references (Government, International organizations).

Management skills

1. At least ten years of managerial experience
2. At least five years at a top management position, including international projects
3. Skills and experience in negotiations with funding agencies and in conflict resolution
4. Experience in organisation building
5. Excellent strategic thinking
6. Managerial experience in the following fields: R&D, tertiary education, relations with industry, research policy.

Leadership skills

1. Charisma
2. Excellent networking capacities
3. Excellent negotiation capacities
4. Forward-looking
5. Experience in HR leadership
6. Experience in leading big teams of researchers
7. Experience in career planning.

*Interested candidates should send a letter of interest, including a brief description of research and leadership experience, CV and bibliography to: registration@msmt.cz no later than **January 25th 2012**.*

For informal enquiries about any aspect of the position, please contact Mr Roman Hvězda (Roman.Hvezda@eli-beams.eu, +420 266 052 516). All enquiries/information from the candidates will be handled in the strictest confidentiality.

All applications will be assessed by a special selection board (so called Search Committee), consisting of both international and Czech experts as well as representatives of the ELI Beamlines project, that shall meet under the coordination and supervision of the Managing Authority of the Operational Programme Research and Development for Innovation on the turn of November and December 2011.

Top selected suitable candidates will be invited for interviews that will take place in the Czech

Republic in January 2012 (date and place to be communicated in due time).

For details regarding the Search Committees, please visit the following webpage:
www.msmt.cz/strukturalni-fondy/search-committees