

Title : Program-coordinator/advisor for Norwegian CERN-related research

Ref no: 227242

Job description:

Do you want to work at the heart of international research? We have an opening for a permanent position as program-coordinator (advisor SKO 1434) to the program for Norwegian CERN-related research.

Starting date as soon as possible. The person will be hired at the Department of Physics at the University of Oslo.

Norwegian research at CERN is organized in a national program with members from several Norwegian educational institutions. The main purpose of the program is to support Norwegian research and student activities at CERN, but it also contributes to technology transfer between Norway and CERN. CERN is one of the world's largest and most renowned laboratories for particle and nuclear research and it is located in Geneva, Switzerland. The laboratory is known to be the site of the particle accelerator Large Hadron Collider (LHC) and the discovery of the Higgs-boson in 2012.

The Norwegian CERN-program is the corner stone in Norwegian particle and nuclear research. The program has a central and strong role at the University of Bergen and the host, University of Oslo, and an increasing interest from other universities and university colleges. We wish to develop further a strong national program that is strong also in the future. The program is one of the pillars of the strategies of the Faculty of Mathematics and Natural sciences at both University of Bergen and Oslo.

This successful candidate will work directly with the program leadership, but also with both administrations at the Department of Physics and Technology at the University of Bergen and the Department of Physics at the University of Oslo, as well as other universities and CERN.

Work

Support the leader and support the operation of the program both at the University of Bergen and Oslo, such as:

- Secretarial work for the program board
- Follow up of the program economy including procurements
- Organise meeting, seminars, workshops etc.
- Administrative support for funding applications
- Career development of young researchers
- Outreach activities

Interaction with CERN, such as:

- Collaboration with the Industrial Liaison Officer

- Facilitate student exploitation of CERN's student program as well as organising visits to and from CERN.

Other tasks will be given according to needs and competences.

Qualification requirements:

- Minimum a Bachelor's degree in natural sciences or administration
- Competence and experience relevant to the concrete tasks can replace the education requirement
- Excellent English language competence, both written and oral
- Excellent administrative skills

Desired qualifications:

- Bachelor's or Master's degree in natural sciences
- Experience from administrative work
- Experience from CERN or similar international experience
- Experience with outreach
- Very good Norwegian language competence or another Scandinavian language

If the candidate does not speak Norwegian (or another Scandinavian language), it is a requirement that the person within two years of accepting the position will have learned Norwegian sufficiently well to cover all areas needed for this position.

Personal skills:

- You take initiative, work effectively and is solution oriented
- You are flexible, service minded and precise
- You have excellent cooperation and communication skills
- You manage to prioritise work-tasks and is able to handle stress
- You contribute to an excellent working and social environment

Personal suitability will be valued highly.

We offer:

- Salary NOK 516 100- 626 100 per annum depending on qualifications in position as advisor (position code SKO 1434)
- A professionally stimulating working environment
- Attractive welfare benefits and a generous pension agreement, in addition to Oslo's family-friendly environment with its rich opportunities for culture and outdoor activities

How to apply:

Application must include:

- Cover letter including a statement of motivation

- CV (complete overview of education and work experience)
- Copies of educational certificates, transcript of records and letters for recommendation
- Names and contact details of 2-3 references (names, relation to candidate and telephone number)

The application with attachments must be delivered in our electronic recruiting system:
<https://www.jobbnorge.no/apps/jobbadmin/Project/Applicants.aspx?jobid=227242>

Foreign applicants are advised to attach an explanation of their University's grading system. Please note that all documents should be in English (or a Scandinavian language).

Formal regulations:

Applicants of interest will be invited for an interview.

According to the Norwegian Freedom and Information Act (Offentleglova) information about the applicant may be included in the public applicant list, also in cases where the applicant has requested non-disclosure.

In accordance with the University of Oslo's equal opportunities policy, we invite applications from all interested individuals regardless of gender or ethnicity.

UiO has an agreement for all employees, aiming to secure rights to research results a.o

Contact persons:

Professor Heidi Sandaker (leader of CERN related research program), phone + 47 465 27270, e-mail heidi.sandaker@fys.uio.no

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For technical questions about Jobbnorge, contact Elin Thoresen, phone 22857196, e-mail elin.thoresen@mn.uio.no

Application deadline: June 15. 2022