

Job offer

Secretary General
European Physical Society
Mulhouse, France

July, 2021



European Physical Society
more than ideas

The **European Physical Society (EPS)** is a non-profit association with the mission of advocating and promoting physics research and its contributions to the economic, technological, social and cultural advancement in Europe. As a learned society, the EPS engages in activities that strengthen ties among the physicists in Europe. As a federation of National Physical Societies, the EPS studies issues of concern to all European countries relating to physics research, science policy and education.

Federating 42 national Member Societies, institutional and corporate Members from academia and industry, and more than 3'500 Individual Members, the EPS represents a community of more than 130'000 scientists. The scientific activities of EPS are organised through 18 Divisions and Groups. The seat of the Society is in Mulhouse (France). Detailed information about the Society can be found on www.eps.org.

The EPS has an opening for the position of the Secretary General, to take up office in autumn 2022. An overlap of about six months with the present Secretary General is foreseen for a thorough on-the-job training. The EPS secretariat employs eight staff members and is located on the campus of the Université de Haute-Alsace in Mulhouse, France. The working language is English.

Job description/Role and Responsibilities

The Secretary General shall be responsible for all administrative and financial matters of the EPS. The person supports the activities of the President, the Vice President, the Executive Committee, and all other bodies of the Society. The Secretary General shall take part ex-officio, but without voting rights, in the meetings of the Council and the Executive Committee. The Secretary General prepares the minutes recording the deliberations and decisions of the General Meeting, the Council and the Executive Committee.

The responsibilities of the Secretary General include:

- The day-to-day management and operation of the Society, its office and personnel, including preparation of the Executive Committee Meetings, Council Meetings, EPS conferences and projects;
- Management of all communication channels and publications of the EPS, including the EPS website;
- Implementation of policy and technical decisions taken by the Executive Committee and Council;
- Assist, and represent when needed, the President and Vice-President;
- Manage the EPS operating budget and provide appropriate accounting and reports together with the Treasurer;
- Organisational support to EPS Divisions and Groups;
- Maintain communications among all Society Members, and between Executive Committee and Council;
- Organisation of EPS conferences;
- Strengthen the EPS position in the European science policy landscape and represent the EPS in matters related to its strategy towards the European organisations under the guidance of the EPS Executive Committee;
- Serve as contact point for all EPS members.

Professional profile

- A university degree, preferably in physics or another field in natural sciences. A degree in political science, business administration or similar may also be suitable.
- Several years of experience with administration in an association or research organisation;
- Demonstrated competence in personnel and financial management;
- Experience in working with scientific institutions, European and international organisations;
- Experience in organising committee meetings and/or conferences;
- Ability to maintain effective partnerships and working relations in a multi-cultural environment; ability to work collaboratively to achieve organisational goals;
- Demonstrated capability to work proactively with good analytical and problem-solving ability;
- Excellent oral and written communications skills;
- Fluent in spoken and written English; a working knowledge of French is required.

The successful candidate will be based in Mulhouse, France. The contract is expected to start from October 1st 2022.

EPS offers the successful candidate a long-term position.

The financial conditions will be commensurate with the qualifications and experience of the successful candidate, based on the salary grid of public research institutions in France.

To apply for this position, please send your CV and a detailed letter of motivation in English, to the EPS President Dr. Luc Bergé (president@eps.org).

Further information may also be obtained from the present Secretary-General David Lee (d.lee@eps.org).

Deadline for applications: 31 October 2021.



European Physical Society

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