



**International Astronomical Union  
Union Astronomique Internationale**

**VACANCY ANNOUNCEMENT**

## **HEAD OF ADMINISTRATION**

This is an exciting and responsible position, based in Paris, which would appeal to a strongly self-motivated person who is attracted by the international dimensions of the IAU and the opportunity to interact on a day-to-day basis with the worldwide astronomical community.

The International Astronomical Union (IAU, [www.iau.org](http://www.iau.org)), founded in 1919, is a non-government organisation dedicated to the promotion of astronomy through international cooperation. Its nine Divisions, 35 Commissions and several Working/Program Groups cover the whole spectrum of astronomy and astrophysics. The IAU has over 12 000 Individual Members in 87 countries. Of those countries, 74 are National Members of the IAU.

An elected Executive Committee, headed by its President, governs the IAU. Under the authority of this Executive Committee, the General Secretary is its legal representative and has overall responsibility for managing the financial and administrative affairs of the Union.

The IAU Secretariat, housed in the Institute d'Astrophysique de Paris, comprises two full-time and one part-time staff members, in addition to contracted support staff in Munich, Germany. The IAU Executive Committee is looking for a talented, multi-faceted, self motivated, energetic, enthusiastic and organised individual to fill the full-time position of Head of Administration, reporting to the General Secretary of the IAU, with overall responsibility for the IAU Secretariat.

The duties of the Head of Administration are 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 a Database Assistant and a part-time Archivist, allocating tasks as appropriate and assessing performance.
- Process payments/invoices, and maintain the financial records and annual accounts of the IAU.
- Assist the General Secretary and President in coordinating, planning and organising meetings of the Executive Committee and other bodies.
- Communicate and maintain effective working relationships with National Members and other organisations.
- Assist the General Secretary with the publication of IAU Bulletins.

The IAU is seeking candidates who have the following:

- Full command of written and spoken English, with serviceable French.
- Experience in a scientific or related administrative field (ideally in an international environment).
- Proficiency in the use of MS Office software and familiarity with financial software. Knowledge of Data Base Management software and of advanced Digital Text Processing software would be an advantage.
- Excellent verbal and written communication skills.
- Excellent interpersonal relation skills.

- Strong organisational abilities and proven attention to detail.
- Self-motivation and initiative.
- The ability to handle sensitive issues in a tactful and diplomatic manner, and maintain confidentiality.

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

The appointment of the position will start on as soon as possible after the selection process, with an initial probationary period of six months.

Further information may be obtained by writing in confidence to the IAU General Secretary at <iau-general.secretary@iap.fr>.

Applications with full CV and names of two references should be sent to the General Secretary of the IAU at <**iau-general.secretary@iap.fr**> by **1 February 2016**. Preliminary interviews for short-listed candidates will be arranged by videoconference in the second half of February 2016. The final interviews will be held in Paris in the first half of March 2016.