



Posting Notice

Personnel Requisition Details

Job Type Description:	Division Head
FLSA:	Exempt
Secondary Title:	Manager of the DSO Program Management Group
Scientific Title:	
Position Type:	International Staff Position
Division:	Joint ALMA Office
Location of Position:	Santiago, Chile and ALMA Operations Support Facility (OSF) near San Pedro de Atacama
Job Status:	Regular Full Time
FTE:	1
Length of Appointment:	Three years with the possibility of a fixed term or indefinite extension.
Work Schedule:	Rotating Shift
Amount of Travel Required:	Moderate
Number of Positions Supervised:	16-22
Position Summary:	The Atacama Large Millimeter/submillimeter Array (ALMA) is a (sub)millimeter wave interferometer consisting of 66 antennas located on the Llano de Chajnantor in the Atacama Desert of northern Chile, and equipped with receivers covering atmospheric windows between 30 and 950 GHz. ALMA is a partnership of the European Organization for Astronomical Research in the Southern Hemisphere (ESO representing its member states), National Science Foundation (NSF USA) and National Institutes of Natural Sciences (NINS Japan), together with National Research Council (NRC Canada) and National Science Council (NSC) and Academia Sinica Institute of Astronomy and Astrophysics (ASIAA Taiwan), in cooperation with the Republic of Chile. The Joint ALMA Observatory (JAO) is operated by ESO, Associated Universities Inc/National Radio Astronomy Observatory (AUI/NRAO) and the National Astronomical Observatory of Japan (NAOJ). The Program Management Group The JAO Department of Science Operations (DSO) is responsible for the ALMA observations. It consists of three groups: the Array Operations Group, the Program Management Group (PMG), and the Data Management Group (DMG). The Program Management Group is responsible for the day-to-day management of observation execution, tracking of the status of ALMA programs, data quality control and coordination of these activities with staff at the three ALMA Regional Centers (ARCs) located in East Asia, Europe and North America. The PMG consists of the Program Manager, the Deputy Program Manager, 8 Operations Astronomers, up to 9 Post-doctoral fellows and 3 Data Analysts. The Program Manager will work closely with the ALMA Regional Centers as well as with the JAO Departments of Computing and Engineering.

Job Duties Summary:	The Program Manager reports directly to the Head of Science Operations. The primary purpose of this position is to provide leadership and management to the Program Management Group. The Program Manager has the following major responsibilities: -Manage the scheduling of ALMA programs and keep track of the time allocation for the ALMA partners; -Produce reports on observing statistics and the status of program execution; -Manage the quality assurance process and plan calibration observations in coordination with the Head of the Data Management Group; -Support the Head of Science Operations in defining policies and procedures for ALMA science operations as well as in planning and coordinating science operations activities; -Coordinate maintenance and array configuration activities with the JAO Department of Engineering. -Organize and evaluate tests of the software tools needed for science operations. Lead the software acceptance process together with the ALMA Integrated Computing Team; -Coordinate support to the ALMA Proposal Review Process, including technical assessments of proposals; -Provide support to the ALMA call for proposals including production of documentation and content of web pages; -Provide infrastructure to support science activities of JAO science staff and visitors, and coordinate support to the JAO public outreach team. The successful candidate will be expected and encouraged to conduct astronomical research. Research in areas directed towards use of ALMA will be strongly encouraged.
Competency Summary:	
Minimum Education:	A PhD in Astronomy or Physics.
Preferred Education:	
Minimum Experience:	-At least 8 years of experience after the PhD; -At least 3-4 years of experience in leading science operations at an observatory (and particularly a radio interferometer or single-dish radio telescope) or equivalent.
Preferred Experience:	Experience in mm-observations (single dish or interferometry) is an asset.
Physical Demands:	-The successful applicants will be required to spend a significant amount of time working at the ALMA sites at OSF (2900m elevation) and occasionally at the Array Operations Site (5000m elevation).
Work Environment:	-The JAO offices in Santiago and the Operations Support Facility (OSF) near San Pedro de Atacama, Chile. -Due to travel requirements and work at high altitudes, a successful high altitude medical check is a necessary condition of employment for this position.
Requisition Number:	00493
Skills and Abilities:	-Ability to lead a multidisciplinary team consisting of astronomers, fellows and data analysts; -Fluency in the English Language; -Proven good interpersonal communication skills; -Proven track record of scientific research.
Job Open Date:	
Job Close Date:	3-21-2014

Special Instructions to Applicants:	ALMA International Staff will be recruited as employees of either ESO or AUI/NRAO or NAOJ. Each of these employers offer competitive remuneration packages including a competitive salary as well as comprehensive social benefits, and provide financial support in relocating families. Furthermore, if applicable, an expatriation allowance as well as some other allowances will be added. Applications must be completed in English and should include a cover letter, CV, and three letters of reference. Further information can be found on the NRAO career page https://www.nrao.edu/new/hr/careers/. Applicants interested in applying to NRAO are invited to send application materials to resumes@nrao.edu. Also, three reference letters are required. Applicants submitting their application to ESO are invited to apply online at https://jobs.eso.org/. The position requires three letters of reference which shall be sent to vacancies@alma.cl. Applicants submitting their application to NAOJ are invited to apply via e-mail to Tetsuo Hasegawa at tetsuo.hasegawa@nao.ac.jp. Also, three reference letters are required. Deadline for receipt of applications to be considered for the position is March 21, 2014. For further information please consult (almaobservatory.org), as well as the ESO, NRAO, and/or NAOJ Home Pages: (www.eso.org), (www.nrao.edu) (alma.mtk.nao.ac.jp/e/).
Required Applicant Documents:	Other Document
Optional Applicant Documents:	Resume/Curriculum Vitae Cover Letter Other Document