

Executive Director SOLAS International Project Office

Bewerbungsschluss: 15.11.2017

GEOMAR Helmholtz Centre for Ocean Research Kiel is a foundation under public law jointly financed by the Federal Republic of Germany (90%) and the Federal State of Schleswig-Holstein (10%) and one of the internationally leading institutions in the field of marine sciences. Currently GEOMAR has an annual budget of about € 75 M and about 1000 employees.

The research division Chemical Oceanography is offering the position of the

Executive Director SOLAS International Project Office

for the period of February 1, 2018 to December 31, 2020.

Job Description

SOLAS is a project focussed on the physical and biogeochemical interactions between the surface ocean and the lower atmosphere and how the ocean-atmosphere system is linked to climate and people (see www.solas-int.org). SOLAS is seeking to appoint an Executive Director to lead the International Project Office (IPO) at GEOMAR Helmholtz Centre for Ocean Research Kiel, Germany. The Executive Director is assisted by Project Officers based at GEOMAR and at Xiamen University, China. The IPO supports the Scientific Steering Committee (SSC) in implementing the SOLAS 2015-2025 Science Plan and Organisation.

Tasks

- Supervise the international coordination for the implementation of the SOLAS Science Plan
- Develop, plan, and facilitate the SOLAS Implementation Strategy
- Liaise with and report to the SOLAS sponsors (WCRP, SCOR, iCACGP, and Future Earth)
- Organise the annual SSC meetings and document discussions and decisions of the meetings
- Support proposal development and secure funding of SOLAS activities and events
- Lead and manage the SOLAS IPO in both Germany and China
- Supervise the organisation of the SOLAS Summer Schools, the SOLAS International Open Science Conferences, and SOLAS-related activities
- Supervise the project's communication activities (monthly e-news, event reports, twitter account)
- Maintain project accounts, prepare financial statements, and manage the project finances
- Represent SOLAS at various fora

Qualifications

- PhD in environmental sciences or a related discipline
- Established experience in international project/programme coordination

- Interest in facilitating multinational and multidisciplinary research activities
- Vastly self-motivated and organised with acute attention to detail
- Understanding of the national and international funding and sponsorship landscape
- Excellent communication skills in English
- Outstanding written, verbal, and interpersonal skills within the context of a multinational community
- Willingness and ability to travel internationally
- Knowledge of web design, social media, and online platforms
- Ability in organising large-scale events
- Established financial literacy

The salary depends on qualification with a maximum of class 14 TVöD-Bund of the German tariff for public employees (for details see: <http://oeffentlicher-dienst.info/tvoed/bund/>). This is a full-time position. Flexible working-time models are basically possible.

GEOMAR Helmholtz Centre for Ocean Research Kiel seeks to increase the proportion of female scientists and explicitly encourages qualified female academics to apply. GEOMAR is an equal opportunity employer and encourages scientists with disabilities to apply. Qualified disabled applicants will receive preference in the application process.

Please send your application by email (including letter of motivation, CV, and full contact details of three referees) for this position in a **single** pdf-file no later than **November 15, 2017** to [bewerbung\(at\)geomar.de](mailto:bewerbung(at)geomar.de) using the keyword "SOLAS" in the subject line.

For further information regarding the position and research unit please contact Professor Körtzinger ([akoertzinger\(at\)geomar.de](mailto:akoertzinger(at)geomar.de)). Please do not contact us by phone about the present state of procedures. However, we will answer all your questions if you send us an email to [bewerbung\(at\)geomar.de](mailto:bewerbung(at)geomar.de). In doing so, please refer to the keyword.

GEOMAR is a member of the Helmholtz Association (HGF) and the German Marine Research Consortium (KDM). For further information please visit www.geomar.de or www.helmholtz.de.

As soon as the selection procedure has finished, all application papers will be destructed according to data protection regulation.

GEOMAR Helmholtz Centre for Ocean Research Kiel

Personalabteilung

Bewerbungsmanagement / „SOLAS“

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