Executive Officer (EO) at the IMBeR (Integrated Marine Biosphere Research) International Project Office (IPO)

About the position

The Integrated Marine Biosphere Research (IMBeR) Project, co-sponsored by the Scientific Committee for Oceanic Research (SCOR) and Future Earth, is an international research initiative focused on marine biogeochemistry, ecosystem studies and socio-ecological research (www.IMBER.info). The present IPO is co-sponsored by the Norwegian Research Council (NCR) and the Institute of Marine Research (IMR) until the end of March 2020. IMR is the employer of the EO position.

The Institute of Marine Research currently has a temporary vacancy for the Executive Officer (EO) to work on behalf of IMR on the IMBeR project until the IPO moves to its new location, at the latest by 31 March 2020. We are seeking a dynamic and outgoing person with a PhD and scientific experience in an IMBeR related discipline.

The Executive Officer (EO) will oversee the activities of the IMBeR International Project Office (IPO) with the assistance of a Deputy Executive Officer and a part time Administrative Assistant, and the activities of the IMBeR Regional Project Office (RPO) at the East China Normal University in Shanghai, China with the assistance of a second Deputy Executive Officer and an Administrative Assistant.

The EO will promote and contribute to the development and implementation of IMBeR science by initiating and interacting with relevant international organizations and institutions as well as act as an ambassador for IMBeR at national and international meetings. In addition, the EO will oversee the move of the IPO to its new location, with the possibility that the EO will have the opportunity to move with the IPO.

The EO is the primary interface with the IMBeR Scientific Steering Committee (SSC), its working groups and regional research programmes, with the co-sponsors SCOR and Future Earth, and with other international partner organizations. They are also responsible for managing the project’s finances and developing proposals to secure external funding for IMBeR activities. Active participation in IMBeR relevant science is encouraged, but this is a secondary priority to the smooth running of the IPO.

Qualifications

We are seeking a dynamic and outgoing person with a PhD and scientific experience in an IMBeR related discipline.

Experience with multidisciplinary and multinational science projects, financial, project and personnel management, and successful proposal development and project reporting, along with some working knowledge of data management, as well as experience with communication and outreach, is required. The candidate should have excellent skills in written and spoken English, and the ability to work well within a team as well as independently. Fluency in more than one language is desirable. Knowledge of IMBeR would be highly advantageous but is not essential.

Additional information

We offer:

- A challenging and creative working environment.
- Work at a national institute with extensive international contacts.
- A good working environment.
- Flexible working hours, good pensions and welfare schemes.

The position as Senior Scientist (1110/1183 forsker) at IMR is paid in accordance with the civil service pay scale. The Institute offers an excellent pension scheme through the Norwegian Public Service Pension Funds, and other welfare benefits (see https://www.spk.no/en for more information).

Shortlisted candidates may be evaluated as part of the recruiting process to ensure that they have the appropriate Norwegian research competence level for the position. Please find the rules governing competence assessment for 1110/1183 research scientist, and guidelines for the evaluation committee and applicant here.

For further information, contact the chair of IMBeR scientific steering committee, Dr. Carol Robinson (carol.robinson@uea.ac.uk) and/or Dr. Ken Drinkwater (ken.drinkwater@imr.no).

The Institute of Marine Research is an Inclusive Workplace (IW) enterprise and equal opportunity employer that aims to ensure diversity in its workforce. We therefore encourage all qualified candidates to apply for the vacancy. Please note that information about applicants may be made public even if an applicant has requested to be exempted from the list of applicants. Applicants will be notified about this in advance.

Please apply electronically via the link on this page, enclosing your CV and a copy of relevant certificates. Applicants should submit a cover letter including the names of three persons who are willing to provide letters of reference on request, a list of publications, and any previous assessment of your qualifications.

Application deadline: 20 November 2017
About the Institute of Marine Research

The Institute of Marine Research is one of Europe's largest centres of marine research. We have a staff of around 800 and a wide range of research facilities and laboratories of high international standard. The Institute owns and operates six research vessels. Our main offices are in Bergen, and we have a department in Tromsø and research stations in Matre, Austevoll and Flådevigen.

Jobbnorge-ID: 143770, Søknadsfrist: Avsluttet