



## Norwegian University of Life Sciences

Global challenges regarding energy and climate change, the environment, health, food safety, technology and renewable solutions, use and conservation of land and natural resources, and development of the bio-economy, requires greater effort. NMBU is well equipped to conduct further research in these fields. NMBU's expertise spans entire value chains and includes both basic and applied research.

On 1 January 2014, the Norwegian School of Veterinary Science and the University of Life Sciences merged and became -NMBU, the Norwegian University of Life Sciences. NMBU has 1700 employees and 5100 students, and is currently located on two campuses - Ås, about 30 km south of Oslo, and Adamstuen in Oslo.

Further information about NMBU is available on [www.nmbu.no](http://www.nmbu.no)

## Head of Administration (Administrasjonssjef) - ref.no. 14/02713

The Department of International Environment and Development Studies, Noragric, seeks a Head of Administration (Administrasjonssjef).

The Department is part of the new Faculty of Social Sciences at the Norwegian University of Life Sciences (NMBU). NMBU was created through the merger of the Norwegian University of Life Sciences at Ås and the Norwegian with the School of Veterinary Science in Oslo on 1 January 2014.

The Department is engaged in education, research and institutional collaboration in international environment and development studies and international relations. Education includes Bachelor's, Master's and PhD programmes. Research clusters work on:

- Climate change, agriculture and development
- Conflict, human security and development
- Environmental governance
- Rights and power in development

Central to the success of the Department are the services by twelve administrative staff in education and research administration, communication, project management, financial management, personnel, and internal support.

### Area of responsibility

The Department seeks a resourceful and dedicated leader. The Head of Administration will have personnel responsibility for administrative staff and is responsible for leading and developing the administration, organisational development, economy management and administrative services. The Head of Administration will be part of the department's leadership team and supports the Department Board, Head of Department and leaders for education and research in achieving the goals of the Department.

### Central tasks

- Contribute to the strategic leadership and development of the Department, including performing support functions to the Board
- Lead and develop the administration, ensuring high quality management and services
- Ensure good personnel management and a safe social and physical working environment for all staff
- Lead and provide capacity in economy management, aimed at ensuring a balanced and sustainable economy of the Department
- Facilitate good cooperation within the Faculty and University

### Required qualifications:

- Higher education, covering organisational development, personnel management and leadership; experience may compensate for education in either of the fields
- Demonstrated capabilities in strategic leadership, personnel management and financial management
- A high level of proficiency in both English and a Scandinavian language, oral and written

### Desirable qualifications and experience

- Experience with university leadership and administration
- Experience with leadership for re-organisation and transformation
- International experience through studies or work abroad or in international environments

### Personal qualities and skills

- Systematic and results-oriented
- Strong decision-making and problem-solving capacities
- Fair, inspiring and caring in working with international staff and students
- Dedicated to cooperation with the Faculty, the University and internationally

## What we offer

- A welcoming, dynamic international environment with highly engaged staff and students
- Playing a central role in developing an exciting academic Department and University
- Challenging and diverse assignments and opportunities to grow as a leader

## Benefits

The annual salary for the position follows the Norwegian government salary scale. A compulsory contribution of 2 % is made to the Norwegian State Pension Fund. The position is Head of Administration (code 1058), salary frame (scale 70-82) (currently NOK 601.300 to NOK 808.100 per year), depending on qualifications.

The university is an equal opportunity employer. Among applicants with similar qualifications, women will be given preference.

A good working environment is characterized by diversity. We encourage qualified candidates to apply, irrespective of gender, physical ability or cultural background. If necessary, the workplace will be facilitated for persons with disabilities.

## Information

For further information please contact: Head of Department, Poul Wisborg (+47 64 96 53 21; [poul.wisborg@nmbu.no](mailto:poul.wisborg@nmbu.no)) or Senior Advisor Personnel, Anne Kiøsterud (+47 64 96 53 10; [anne.kiosterud@nmbu.no](mailto:anne.kiosterud@nmbu.no)).

## Application

The application should be submitted electronically via the link: **“Apply for this job”** on top of this web page **by June 15th, 2014**. The application must include a letter of intent, a complete CV and certified copies of relevant transcripts, diplomas and testimonies.

According to the Freedom of Information Act § 25 the list of applicants for this position may be made public irrespective of whether the applicant has requested that his/her name be withheld.

Jobbnorge-ID: 103019, Søknadsfrist: Avsluttet