

In Service Aircraft for a Global Observing System

Association Internationale sans but lucratif



Executive Secretary of IAGOS-AISBL

IAGOS-AISBL seeks suitable candidates for a full time position of the Executive Secretary starting at 15.09.2017. Part time (80% minimum) can be negotiated. The office of the Executive Secretary is located at the seat of the Association, Rue du Trône 98, 1050 Bruxelles. An alternative office can be installed at the premises of one of the coordinating Members of IAGOS-AISBL, i.e. CNRS, Toulouse, or Research Centre Jülich. Details of the duties of the Executive Secretary are listed in the Terms of Reference below.

The gross salary will be 35000-50000 €/year for a full time position, depending on the experience of the candidate and location of the office. Social benefits will be in accordance with the rules of the country in which the contract will be established.

IAGOS is a European Research Infrastructure in the field of atmospheric science, conducting long-term observations of atmospheric composition from commercial aircraft. IAGOS is organised as a non-profit Association (AISBL) under Belgian law. Members of IAGOS-AISBL are leading research organisations from Germany, France and the UK. For details, see www.iagos.org.

Requirements:

The successful candidate will have a PhD and a strong background in atmospheric sciences, proven skills in project management and communication and experience in the landscape of European research infrastructures. Excellent knowledge of the English language in speaking and writing and the ability to work in a team is mandatory. The position requires frequent travelling.

Candidates should submit their application **before 16.04.2017** to the Executive Secretary of IAGOS-AISBL:

By email (preferred): a.volz-thomas@iagos.org

By mail: IAGOS-AISBL, Rue du Trône 98, 1050 Bruxelles, Belgique

The application should include a detailed CV and 2 letters of reference.

IAGOS Executive Secretary - Terms of Reference

General

The Executive Secretary (ES) is proposed by the Executive Board (EB) and appointed by the General Assembly (GA).

The contract is established as a full time position.

The ES acts as the responsible representative within the scope of delegated powers.

The ES reports to IAGOS EB and IAGOS GA.

Mandate:

A Assistance to the Executive Board in the Main Activities within the AISBL (40%)

1. Preparation of Meetings of EB, GA and Advisory Board, including the preparation and archiving of the minutes.
2. Administrative matters:
 - preparation of the annual activity plan
 - compilation of resources deployed for distribution of votes
 - management of the IAGOS website
 - invitation of external guests to meetings and management of travel costs as decided by EB/GA
 - supervision of an administrative assistant
3. Coordination between Members:
 - Point of Contact for Members
 - Invoicing of Membership Fees
 - Acquisition of information from the Members for activity plan and distribution of votes
 - Acquisition of information from the Members for outreach and communication (e.g., website and brochures)
4. Signing correspondence for the daily management of the association.
5. Signing contracts and purchasing of goods and services for the daily management of the Association within a limit of 5000 € per case.

B Communication as central activity of AISBL (30%)

6. Preparation of IAGOS annual meetings with stakeholders and airlines and scientific users meetings in support of local organizers.
7. Presentation of IAGOS at conferences, meetings, etc.
8. Representation of IAGOS-AISBL in Committees and Scientific Advisory Boards.
9. Social networking

C Research Activities coordinated by AISBL (30%)

10. Leading or contributing to scientific publications related to IAGOS data.

Proposed by EB: 19.01.2017

Approved by GA: 03.02.2017