



## **Secretary General**

### **European Global Ocean Observing System (EuroGOOS AISBL)**

### **Brussels, Belgium**

Founded in 1994, EuroGOOS is an International Non-Profit Association of national governmental agencies and research organisations, committed to European-scale operational oceanography within the context of the Global Ocean Observing System (IOC/GOOS). EuroGOOS has today 37 members from 18 European countries providing operational oceanographic services and carrying out marine research.

EuroGOOS AISBL is hereby announcing the opening of the position of the Secretary General, to take effect as soon as possible. This is a full time position in the Secretariat of EuroGOOS AISBL based at 231, Avenue Louise, 1050 Brussels (Belgium).

#### **Job description**

Under the general authority of the EuroGOOS AISBL Executive Board of Directors the Secretary General will be responsible for the following:

- The day-to-day management and operation of the organisation, its office and personnel, including preparation of Members Meetings, Board Meetings, conferences and workshops
- Management of the EuroGOOS operating budget on behalf of the members and provide appropriate accounting and reports
- Implementing policy and technical decisions taken by the Annual Meeting of Members and the EuroGOOS Board
- Support EuroGOOS Working Groups and Regional Systems
- Representing EuroGOOS in matters relating to operational oceanography towards the EU, European organisations, GOOS and JCOMM, and serve as a contact point for these organisations to EuroGOOS
- Supporting fund-raising efforts through preparation of proposals, arranging meetings, contacting potential donor organisations, etc.
- Promoting EuroGOOS and operational oceanography via internet, brochures and publications
- Maintaining communications among Members between meetings via regular progress reports and the EuroGOOS website.

#### **Professional profile**

- Proven experience with management in the field of operational oceanography;
- Demonstrated experience in marine sciences and operational services;
- Experience with international cooperation particularly within the EU landscape;
- Experience working with senior officials in governments, international organizations, and scientific institutions;

- Experience in developing and leading international projects, programmes or committees;
- Ability to maintain effective partnerships and working relations within a multi-cultural environment; ability to work collaboratively to achieve organizational goals;
- Strong communications skills;
- Fluent in spoken and written English;
- Demonstrated financial management skills;
- Demonstrated capability to work self-dependent with good analytical and problem solving ability;
- Good knowledge of the EuroGOOS organization.

EuroGOOS offers to the successful candidate a five-year contract, with a possible extension to a further three years.

The compensation will be commensurate with the qualifications of the successful candidate.

For more information please contact Dr Erik Buch, Chair of EuroGOOS at [erik.buch@eurogoos.eu](mailto:erik.buch@eurogoos.eu) or +45 25 14 94 64.

If you would like to apply for this position, please send your CV and a letter of motivation in English, explaining why you are interested and why you are suitable for this role to: Dr Erik Buch, Chair of EuroGOOS at [erik.buch@eurogoos.eu](mailto:erik.buch@eurogoos.eu).

Deadline for applications: 27 October 2014, 17:00 CET

Website: <http://eurogoos.eu>