Job Science Officer

Last update 02/06/2016

ICSU is a non-governmental organization established in 1933 whose mission is to strengthen international science for the benefit of society. In pursuit of this mission, ICSU plans and coordinates international research programs, notably in the area of global environmental change. The activities of ICSU focus on three areas: International Research Collaboration, Science for Policy and Universality of Science.
The ICSU Head Office, located in Paris, France, hosts an international team of ~18 people. In 2001 ICSU decided to open three smaller Regional Offices located in Pretoria, South Africa (Regional Office for Africa - ROA), Kuala Lumpur, Malaysia (Regional Office for Asia-Pacific - ROAP) and Mexico City, Mexico (Regional Office for Latin America and the Caribbean - ROLAC).
ICSU ROLAC was created in 2007 and received full support from academies, national research councils and other scientific institutions from Latin American as well as Caribbean countries. ROLAC is hosted by the Mexican Academy of Sciences (AMC) in Mexico City, Mexico until mid 2016. Representatives of scientific institutions of the Latin America and Caribbean Region selected four items to be developed by the Regional Office: Biodiversity, Disaster Risk Reduction, Sustainable Energy, Teaching of Mathematics and Urban Health

Mission

Reporting to the Regional Director, the Science Officer assists with the scoping, planning and implementing of ICSU's initiatives. He or she liaises with the ICSU family and regional scientific organizations with the aim of establishing short-term and long-term collaborations. She or he presents activities proposals for receiving funding and reports the activities of the Office.

Responsibilities

Description	Weight
Management and Planning: Produces reports, reviews and plans for on-going initiatives. Coordinates and/or gives scientific orientation on the work in ICSU ROLAC's priority areas Disaster Risk Reduction, Sustainable Energy, Biodiversity and Mathematics Education and supports their Steering Committees. Prepares the Annual Business Plan of ICSU ROLAC according with ICSU Strategic Plan and the directives of the ICSU ROLAC Director. Prepares documents and meeting materials.	45%
Resource management: Prepares proposals for funding agencies to obtain grants for ICSU ROLAC activities, and elaborates the corresponding intermediate and final reports. Performs, as necessary, other duties (including simple daily tasks) required by the Director of ICSU ROLAC.	25%
Communication and Networking: Liaise with ICSU Headquarters, ICSU Regional Offices, ICSU Interdisciplinary Bodies and ICSU Members. Identifies and liaise with relevant scientific organizations in the region. Helps create scientific networks in the areas of DRR and SE in the LAC region, intended to provide expert opinion on current crucial issues for policy-makers. Builds relationships with scientists and other stakeholders, both formally and informally, at an international level. Facilitates people working together, provides encouragement and gets meetings to work. Solves diplomatic issues. Comes up with solutions to challenges. Edits the Annual Report of ICSU ROLAC and assists developing outreach and PR materials, such as research reports and articles.	20%
Representation: Represents ICSU ROLAC at local and international events and promotes its activities.	10%

Stakeholders

Internal	External
ICSU Headquarters ICSU Interdisciplinary Bodies ICSU Regional Offices	
Members of ICSU	Scientists
Regional Committee for Latin America and the Caribbean RCLAC	Representative groups (from many sectors) & society
ICSU ROLAC Steering Committees for Disaster Risk Reduction and Sustainable Energy	Relevant scientific organizations in LAC

Org chart position	Expertise
Reporting to the Regional Director	Science

Type of contribution	Scope
Reporting, Management, Project Planning and Programme Coordination	International

Profile

Knowledge		
Education		PhD in Science
Expertise	Main one :	Natural or social science discipline
	Additional one :	Management
Skills	Required :	MS Office. Google Apps for Business. Electronic databases and websites. Presentation skills.
	A + :	Project Management Experience.
Experience	From 5 to 10 years	International science management environment.
Languages	English .- Educated native proficiency	
	Spanish .- Educated native proficiency	
	Another language would be a plus.	

Expected behaviours
Ability to convince, Intercultural skills, Accurate data collection, Networking, Adaptability, Planning & organization, Analysis, Problem solving, Communication, Stress resistance, Continuous improvement, Team spirit, Cross-functional collaboration, Tenacity, Initiative, Workload management.
Motivational factors
Concrete approaches, Diversity of topics, International exposure, Listening to others, Management by objectives, Pressure, Regular change, Science, Team management, Teamwork, Writing.
Balance has to be found between long-term vision and immediate results.

Applicants are requested to address the above description and qualifications in a cover letter and attach their curriculum vitae with the name, contact details and recommendation letter of three referees from the work field of the solicitant. Applications (preferably in one combined PDF file), should be sent via email with 'Science Officer' in the subject line to secretariat@icsu-latin-america-

caribbean.org. This should be addressed to Prof. Manuel Limonta, Director ICSU ROLAC to secretariat@icsu-latin-america-caribbean.org.
Only selected candidates will be contacted. Candidates called in for an interview are encouraged to thoroughly review ICSU´s webpagehttp://www.icsu.org particularly the section corresponding to the Regional Office for Latin America and the Caribbean.
Location: San Salvador, El Salvador.
Closing date: July 29th, 2016.
Interviews will be held the first two weeks of August. Depending on the candidates´ country of residence, interviews could be held at ICSU ROLAC office´s at El Salvador or via Skype.
Position begins: Mid-August, 2016.
Salary: Around $4,500 USD net per month (before income tax - dependent on the experience and qualifications of the candidate).

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