



## Executive Officer - International Arctic Science Committee (IASC)

The **International Arctic Science Committee (IASC)** is a non-governmental, international scientific organization established to encourage and facilitate international consultation and cooperation in all aspects of arctic research to foster a greater scientific understanding of the arctic region and its role in the Earth system. IASC is an International Scientific Associate of the International Council for Science (ICSU).

As of January 1, 2009, the **IASC Secretariat** responsible for the daily operations of IASC is hosted by the Alfred Wegener Institute for Polar and Marine Research in Potsdam (Germany).

We are seeking an **Executive Officer** for the IASC Secretariat (code **69/P**)

The primary task of the Executive Officer is to assist the Executive Secretary in the daily operations of the Secretariat which involves

- maintaining administrative contact with IASC Members, ICSU bodies and other relevant international organizations including the Secretariat of the Arctic Council;
- providing secretarial support for IASC's Scientific Standing Committees and Action Groups;
- arranging meetings, preparing agendas and reports of meetings;
- editing and preparing IASC reports, newsletters and yearbooks for publication;
- maintaining the IASC website ([www.arcticportal.org/iasc](http://www.arcticportal.org/iasc));
- representing IASC at meetings as directed by the Executive Secretary.

Candidates should have a PhD degree in a scientific discipline relevant to arctic research, plus experience in international scientific research and collaboration, excellent communication and organizational skills, very good computer literacy and complete proficiency in English. Proficiency in German is not required but will be an advantage. Significant overseas travel will be required. Anticipated starting date is February 1, 2009.

The successful candidate will be employed by the Alfred Wegener Institute for Polar and Marine Research, the remuneration follows the tariff for German federal employees (TV-L). Appointment will be on a 3-year contract in the first instance, with potential for extension.

Severely disabled applicants with essentially identical technical and personal suitability will be preferentially selected.

AWI supports balanced work-life career development via a variety of alternatives.

Applications explaining relevant experience and including a full CV should be sent, by **November 30, 2008**, to **Alfred Wegener Institute for Polar and Marine Research, Human Resources Department, PO Box 60 01 49, 14401 Potsdam, Germany**, with the reference **69/P**. Further inquiries should be addressed to the IASC Executive Secretary Dr. Volker Rachold ([volker.rachold@iasc.se](mailto:volker.rachold@iasc.se)). AWI is an equal opportunity employer.