

EXECUTIVE OFFICER

SCIENTIFIC COMMITTEE ON ANTARCTIC RESEARCH

The Scientific Committee on Antarctic Research (SCAR) seeks an Executive Officer to assist in the running of the SCAR Secretariat. SCAR is a body of the International Council for Science (ICSU) and is also registered as a UK Company and Charity. It facilitates and coordinates Antarctic and Southern Ocean research and identifies issues emerging from greater scientific understanding of the region that should be brought to the attention of policy makers. Its objectives and activities are described on the SCAR website at <http://www.scar.org>.

This post is offered on *either* a part time (3 days or 22.5 hours a week) *or* full time (5 days a week) basis. The additional duties of the full time position are described below.

The primary tasks of the Executive Officer are:

- to assist the Executive Director in the day-to-day operation of the Secretariat including coordinating the various science programmes, analysing scientific issues concerning the Antarctic region, preparing proposals, and other activities as required. In particular the Executive Officer will have responsibility for:

- Working with the Chief Officers of the SCAR Standing Committee on the Antarctic Treaty System;
- Coordinating SCAR's Capacity Building, Education and Training programme, including the SCAR Fellowship scheme;
- Administering the Martha T Muse Prize for Science and Policy in Antarctica (www.museprize.org);
- Assisting the Executive Director in preparing end of year financial statements and budgets and to present these at meetings as required.

The EO will also

- maintain administrative contact with SCAR Members, scientific groups and committees, ICSU bodies, and other relevant international organizations including the Secretariats of the Antarctic Treaty System and the Council of Managers of National Antarctic Programmes;
- arrange meetings, prepare agendas and reports of meetings, and circulate documents;
- represent SCAR at meetings as directed by the Executive Director.

For the full time post the position will also involve managing SCAR's bank accounts, financial records, disbursing funds and providing financial reports as required.

Candidates should preferably have a MSc or PhD degree in a scientific discipline relevant to research in Antarctica or the Southern Ocean, plus experience in international scientific research and collaboration, excellent communication and organizational skills, a high level of skill with word processing and complete proficiency in English. Proficiency in other languages will be an advantage. Some overseas travel will be required. For the full-time

post the candidate should be able to demonstrate relevant budgetary management experience. The candidate should state clearly if they are interested in the post on a part-time or full-time basis.

For the part-time post the successful applicant will be expected to work 22.5 hours per week (equivalent to 3 days per week), exclusive of meal breaks, on a flexible schedule. Additional hours worked will be taken as time in lieu or, with the previous agreement of the Executive Director, as paid overtime.

For the full-time position the hours of work are 42 hours, including 5 hours for meals.

In either case the successful candidate will be expected to take up the post by 1 March 2009.

The salary will be in the range £25,623 - £35,469 for the full time post or £15,324- £21,281 for 3 days a week. An additional 7% will be paid towards pension. This is a permanent position with a 6-month probationary period. Applications explaining relevant experience and including a full CV and the names of two referees should be sent by January 10th, 2010, to the SCAR Secretariat, Scott Polar Research Institute, Lensfield Road, Cambridge, CB2 1ER, UK (by mail or fax (+44 1223 336549), but preferably by e-mail to info@scar.org).

SCAR is an equal opportunity employer.