

Scientific Committee on Antarctic Research

Executive Officer

Job description

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). It facilitates and coordinates Antarctic 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 web site at <http://www.scar.org>.

The primary tasks of the Executive Officer are:

- to assist the Executive Director in the day-to-day operation of the Secretariat including supervising staff, coordinating programmes, analysing scientific issues concerning the Antarctic region, preparing proposals, and other activities as required;
- to 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;
- to arrange meetings, prepare agendas and reports of meetings, and circulate documents;
- to edit and prepare reports of meetings for publication;
- to manage SCAR's bank accounts and financial records, and to disburse funds as approved;
- to prepare activity reports and financial reports as required;
- to represent SCAR at meetings as directed by the Executive Director.

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 databases, and complete proficiency in English. Proficiency in any other relevant languages will be an advantage. Significant overseas travel will be required. The successful candidate will be expected to take up the post by 1 June 2005, to allow overlap with the outgoing Executive Secretary.

The salary will be £20,000/year. Appointment will be on a 3-year contract in the first instance, with potential for extension. There will be a 6 months period for probation. Applications explaining relevant experience and including a full CV should be sent by March 1st, 2005, to the SCAR Secretariat, Scott Polar Research Institute, Lensfield Road, Cambridge, CB2 1ER, UK (by mail or fax, but preferably by e-mail to info@scar.org).

SCAR is an equal opportunity employer.