



VACANCY

TRAINING COORDINATOR, IOC PROJECT OFFICE FOR IODE, OOSTENDE, BELGIUM

Background

The Intergovernmental Oceanographic Commission (IOC) of UNESCO was founded in 1960 and it now has 136 Member States. The IOC is a body with functional autonomy within the UNESCO. It provides Member States of the United Nations with an essential mechanism for global cooperation in the study of the ocean. One of the core programmes of the IOC is its International Oceanographic Data and Information Exchange (IODE). The main objectives of the IODE are (i) to facilitate and promote the international exchange of oceanographic data and information; (ii) to develop standards, formats and methods for the global exchange of oceanographic data and information; (iii) to assist IOC Member States to acquire the necessary capacity to manage oceanographic data and information. The IODE Programme must meet the new challenges related to ocean data and information management to support the broad needs of the scientists, policy makers, marine resources managers, commercial sector and the general public including the coastal zone inhabitants. In order to respond to these challenges, an IOC Project Office for IODE has been established in April 2005 in Oostende, Belgium, with the following objectives: (i) to provide a creative environment facilitating the further development and maintenance of IODE Projects, services and products, and (ii) to assist in strengthening the capacity of Member States to manage oceanographic data and information (with special attention to the developing countries).

The Project Office is hosted and supported by the Flemish Government through the Flanders Marine Institute (VLIZ). The Project Office has at its disposal three conference halls for the training and meeting activities and all necessary facilities for effective work and training events including computer equipment and a high speed Internet connection. It has 6 permanent/long-term staff (Belgian and international) and a varying number of short-term seconded staff.

The technical training programme implemented at the Project Office has gained an excellent reputation as an effective mechanism to share technical expertise within the oceanographic data management and marine information (library) communities. Each year about 10 courses are organized either in Oostende or in other countries attended by approx. 20 students per course. Since 2005 nearly 1000 students have been welcomed by the IODE training programme.

The IODE training programme has started using distance education techniques. Combined with classroom training this methodology will enable IODE to reach a much wider audience. The IODE training programme collaborates with various other international programmes and international organizations involved in oceanography, disaster mitigation and meteorology.

The position of IODE training coordinator is therefore a position with a high level of responsibility and very demanding but also offers considerable opportunities for continued personal professional development and interaction with the global community. For this position we therefore seek a professional with a scientific but also training background, who will strive for excellence, is eager to learn, has excellent inter-personal skills, integrates well in a small group, is experienced in writing reports and can lead meetings.

The IOC Project Office for IODE offers a small-scale professional environment where creativity and initiative are welcomed.

Post title

Training coordinator

Organizational unit

Intergovernmental Oceanographic Commission

Duty station

IODE Project Office, Oostende, Belgium

Grade

University degree or equivalent

Closing date

30 September 2010

Purpose of post

Under the general supervision of the Director of the Flanders Marine Institute (VLIZ) and the direct supervision of the Head of the IOC Project Office for IODE (Oostende, Belgium), the incumbent will be responsible for the implementation of the Project Office's training programme (OceanTeacher Academy - OTA).

Main responsibilities

- Coordination of the activities of the OceanTeacher Academy Steering Group, which is responsible for the development of training materials and defining the curricula of courses. The Steering Group is composed of international experts and lecturers in oceanographic data management and marine information (library) management;

- Coordination of knowledge submission and editing in the OceanTeacher digital library wiki and the OceanTeacher Classroom Moodle sites;
- Advertising and promoting of OTA courses through relevant brochures, handouts and web-based content;
- Receiving and responding to applications of students for courses, and forwarding applications to relevant experts and/or lecturers for assessment;
- Coordinating and implementing administrative work, in close collaboration with the Project Office administrative coordinator as well as with UNESCO/IOC Headquarters (Paris, France), related to the organization of courses at the IOC Project Office for IODE in Oostende or other venues;
- Assessment of, and reporting on activities of the OTA;
- Participation and presentation of papers at national and international meetings, conferences and other events;
- Assisting the Head of the IOC Project Office for IODE with other tasks.

Profile

- Post open for all EU-citizens;
- Advanced university degree (equivalent of a Masters degree) in Marine Science, and not less than 2-4 years experience, of which preferably 1 year has been acquired at the international level;
- Experience in academic or technical training, preferably including distance learning;
- Keen interest in new technologies and their application to oceanographic data and information management as well as distance learning;
- Excellent inter-personal skills;
- Excellent command of the English language. Knowledge of a second UNESCO/IOC working language (French, Spanish, Russian) will be an asset;
- Skills and effectiveness in written and oral communication and presentation.

Conditions of employment

Contract of unlimited duration, salary scale of the Flemish Government, pension insurance, hospitalization, lunch passes, internet allowance.

Duration of appointment

Permanent appointment

Probationary period

6 months

Leave

35 days

Applications

Applications should include a curriculum vitae, letter of motivation (in English or Dutch) and be submitted in writing by e-mail or regular mail, addressed to:

Jan Mees, Director VLIZ
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InnovOcean site
Wandelaarkaai 7
B-8400 Oostende, Belgium
jan.mees@vliz.be

Thank you in advance for distributing this announcement to potentially interested parties.

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