

# Position Announcement



**Marine Board - ESF invites application for the position of**

**Junior Science Officer**

**Marine Board Secretariat**

**Location – Oostende (Belgium)**

## **Mission & Success Factors of the Position**

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To support the Marine Board Executive Scientific Secretary (Head of Secretariat) in the work of the Marine Board Secretariat, serving the Board's 35 member organizations from 20 European countries. The work will include support to core activities of the Board in working with marine scientists to deliver scientific strategy and foresight, driving future seas and oceans research.

The work will also include support to activities funded by the European Commission via Framework Programme 7 projects, and other contracts.

The candidate should demonstrate abilities to:

- assist in the mobilisation and support activities and strategies on behalf of the Marine Board Member Organisations through promoting research collaboration in an inter- and multi-disciplinary environment across Europe;
- assist in the development of science policy and strategy;
- represent the Marine Board and improve its visibility to the European research community.

The position will involve:

- Assisting the Marine Board Executive Secretary in supporting the Marine Board's strategic and policy activities and providing, in a timely manner, advance quality papers, minutes and reports;
- Ensuring compliance with external contracts through full and timely reporting, liaising, in coordination with ESF Administration and Finance, with external partners as appropriate and drafting proposals for future support;
- Taking responsibility for the adherence to budgets of specific activities in compliance with ESF Financial Rules and Delegated Financial Authority and providing necessary information to Administration and Finance allowing the regular presentation of financial reports;
- Representing the Marine Board, on behalf of the Executive Secretary, at external meetings;
- Publicising and informing the research community by taking responsibility for science communication (material for hard copy publication, and online dissemination) and liaising with the ESF Communications Unit;
- Maintaining an up-to-date awareness of relevant scientific and research policy developments.

## **Profile and Competencies required**

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The successful jobholder should demonstrate the following competencies:

### Specific competencies

- Post-graduate qualification at Master's level or higher and preferably with a further 1-2 years research experience in a relevant science area;
- High standard of spoken and written English, with a working knowledge of another European language being an advantage;
- Ability to draft, under supervision, concise and clear science-based documents;
- Basic knowledge of European and national research structures and institutions and European and international science policy;
- Good working knowledge of MS Office systems and of electronic databases and Web sites.

### Inter-personal competencies:

- Good organisational skills and capacity to deliver on allocated tasks and respond in a timely manner to deadlines;
- Action-orientated and responsible;
- Creative, willing to take initiative and continuously improvement-minded;

- Transparency in working and a team-orientated work ethic;
- Good communication skills across cultural and scientific boundaries, showing discretion, diplomacy and tolerance;
- Good presentational skills;
- Positive and constructive attitude;
- Capable of demonstrating the ESF's values: Excellence, Openness, Responsiveness, Pan-European approach, Ethical Awareness and Human Values.

## Employment conditions

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- This full time position is offered for a two year contract (with possible extension), preferably starting 01 January 2012.
- The place of work is Oostende (Belgium) and the job will involve some travel.
- The salary level will be based on experience and qualifications of the successful candidate and will follow ESF terms and conditions.
- Please send your application **by 3 November 2011** to [jobs@esf.org](mailto:jobs@esf.org) quoting the following reference identifier **MB-JSO**
- Interviews will be held in **Brussels** on 16 November 2011.

Further information on the Marine Board is available at [www.esf.org/marineboard](http://www.esf.org/marineboard)