



**EuroGOOS**  
European Global Ocean  
Observing System

## **Secretary General**

### **European Global Ocean Observing System (EuroGOOS AISBL)**

#### **Brussels, Belgium**

Founded in 1994, EuroGOOS is an International Non-Profit Association of national governmental agencies and research organisations, committed to European-scale operational oceanography within the context of the Global Ocean Observing System (IOC/GOOS). EuroGOOS has today 44 members from 18 European countries providing operational oceanographic services and carrying out marine research.

EuroGOOS AISBL is hereby announcing the opening of the position of the Secretary General, to take effect on or before April 1<sup>st</sup> 2020. This is a full-time position in the Secretariat of EuroGOOS AISBL based at 29 Rue Vautier, 1000 Brussels (Belgium).

Secondments of suitable personnel from EuroGOOS AISBL members are welcomed.

#### **Job description**

Under the general authority of the EuroGOOS AISBL Executive Board of Directors the Secretary General will be responsible for the following:

- The day-to-day management and operation of the organisation, its office and personnel, including preparation of Members Meetings, Board Meetings, project contributions, conferences and workshops;
- Management of the EuroGOOS operating budget on behalf of the members and provide appropriate accounting and reports;
- Implementing policy and technical decisions taken by the Annual Meeting of Members and the EuroGOOS Board;
- Support EuroGOOS Working Groups, Task Teams and Regional Systems (ROOS).
- In conjunction with the EuroGOOS Executive board, improve the EuroGOOS position in the international political marine landscape;
- Representing EuroGOOS in matters relating to EuroGOOS strategy towards the EU, European organisations, GOOS and IOC, and serve as a contact point for these organisations to EuroGOOS;
- Supporting fund-raising efforts through preparation of proposals, arranging meetings, contacting potential donor organisations, etc;
- Oversee the promotion of EuroGOOS, operational oceanography and marine science via internet, brochures and publications;
- Maintaining communications among Members between meetings via regular progress reports, General Assembly, conferences and the EuroGOOS website.

## Professional profile

- Proven experience with management in the field of operational oceanography and/or marine science;
- Demonstrated experience in operational oceanography and/or marine sciences (ideally both);
- Experience with international cooperation particularly within the EU landscape;
- Experience working with senior officials in governments, international organizations, and scientific institutions;
- Experience in developing and leading international projects, programmes or committees;
- Ability to maintain effective partnerships and working relations within a multi-cultural environment; ability to work collaboratively to achieve organizational goals;
- Strong communications skills;
- Fluent in spoken and written English;
- Demonstrated financial management skills;
- Demonstrated capability to work self-dependent with good analytical and problem solving ability;
- Good knowledge of the EuroGOOS organization.

The successful candidate must be based and live in Brussels. The contract will start on or before April 1<sup>st</sup> 2020.

EuroGOOS offers to the successful candidate a five-year contract, with a possible extension to a further three years.

The compensation will be commensurate with the qualifications of the successful candidate.

For more information please contact Dr Glenn Nolan ([glenn.nolan@eurogoos.eu](mailto:glenn.nolan@eurogoos.eu)). If you would like to apply for this position, please send your CV and a letter of motivation in English, explaining why you are interested and why you are suitable for this role to: Dr George Petihakis, Chair of EuroGOOS Executive Board at [george.petihakis@eurogoos.eu](mailto:george.petihakis@eurogoos.eu).

Deadline for applications: September 27<sup>th</sup> 2019.

Website: <http://www.eurogoos.eu>