

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 today has 48 members from 19 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 as soon as possible. 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 administration of the Office and shall support the policies of the Association; specifically:

- Implement policy and technical decisions taken by the General Assembly and the Executive Directors Board;
- Arrange support to the Members and the Executive Directors in preparing for plenary meetings, committees and workshops;
- Support fund-raising efforts through preparation of proposals, arranging meetings, contacting potential donor associations, as directed by the General Assembly and the Executive Directors Board;
- Serve as a point of contact for external associations interacting with the Association, responding to requests for information;
- Represent the Association or arrange for the Association to be represented as appropriate at meetings, conferences and other events;
- Establish and maintain contact with major related European projects, programmes and organisations such as EOOS, and with related EuroGOOS bodies and regions to ensure up-to-date knowledge and swift exchange of information;
- Manage the Association's budget, prepare of the Association's accounts, and collect membership contribution;
- Assist and coordinate the management of EuroGOOS website, preparation, distribution and marketing of publications, circulation of status reports and news among the Members;
- Participate in General Assembly Meetings and Executive Directors Board meetings and organise production of minutes and meeting reports.

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);
- Demonstrated experience with international cooperation particularly within the EU landscape is essential;
- Experience working with senior officials in governments, international organisations, 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 organisational goals;
- A PhD in a scientific or science-related discipline would be an asset;
- Strong communications skills;
- Fluent in spoken and written English; Knowledge of additional European languages would be an asset;
- Demonstrated financial management skills;
- Demonstrated capability to work self-dependent with good analytical and problem solving ability;
- Demonstrated capability to manage an office environment with employees of diverse backgrounds;
- Good knowledge of the EuroGOOS organisation.

The successful candidate must be based and live in Brussels. The contract will start as soon as possible.

Frequent travels within Europe are to be expected. Some international travels will be required.

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 EuroGOOS at sg_application@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 Holger Brix, Chair of EuroGOOS Executive Board at holger.brix@hereon.de.

Deadline for applications: **1 June 2025**

Website: www.eurogoos.eu