Ref. Unit Request: Earth Observation Laboratory (EO Lab)

Vacancy Title: MBON Executive Secretary

Location of work to be performed: Terceira, Azores

Contract Duration: 3 years

Job Description:

AIR Centre is hiring an Executive Secretary for the MBON (Marine Biodiversity Observation Network) Secretariat office under the direction of the MBON Steering Group Chair and Co-Chair. The candidate should be a successful early- to mid-career scientist with demonstrated management and coordination skills to lead an office with global projection.

MBON facilitates the development, implementation, and ongoing functioning of an international operational network to characterize large-scale patterns of changing life in the ocean. The secretariat also streamlines field and data analysis methods to facilitate the collection of observations using common protocols, and develop a community of practice that links operational agencies with research groups across the various disciplines represented in GEO BON. The MBON Secretariat provides a coordinating mechanism to link the GEO (Group on Earth Observations) efforts in marine biodiversity observation (MBON through GEO BON) with other key international ocean research and monitoring efforts as well as with local requirements for information about life in the sea and applied oceanography. The Secretariat will sustain the international network by centralizing communications and coordinating management of emerging regional MBON programs.

Tasks and Responsibilities:

• Supporting the MBON Steering Group Co-Chairs in development of agenda, meeting reports, managing MBON documentation, reporting to GEO BON, managing communications to the community, arrange meetings.
• Interim governance: Establishing a steering group and identifying leadership for specific activities
• Interfacing with other GEO and GEO BON groups (working groups, task forces, etc) and other groups within and outside of GEO
• Developing a common framework for GEO BON Essential Biodiversity Variables (EBVs) and GOOS Essential Ocean Variables (EOVs).
• Developing a community of practice that includes a broad spectrum of stakeholders, including the scientific community and operational users of biodiversity information, including groups related to earth observations.
• Promoting an ‘interoperable’ and linked data management infrastructure - based on OBIS (https://obis.org).
• Fostering research that supports the development of MBON.

Qualifications and experience requirements:

• Experience in successfully managing:
  o diverse, international groups and stakeholders
  o multi-partner international programs
• Funds for research & innovation and scientific personnel/staff

• Excellent leadership and motivational skills, with staff management experience.
• Excellent organization and planning skills.
• Demonstrable and successful fundraising experience.
• Demonstrate a history and ability to develop and publish scientific reports, papers, and products.
• Excellent verbal and written communication skills (mainly in English).
• Ability to take minutes of technical meetings and promptly develop summary reports.
• Education: PhD in either marine ecology, marine biology, biological oceanography or related fields. Masters or post-graduation in Management or related fields would be an advantage. At least 5 years of experience in a relevant job with scientific publications record, and personnel and funding management experience.