



United Nations University



IHDP

International Human Dimensions Programme
on Global Environmental Change

VACANCY ANNOUNCEMENT

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Senior Scientific Officer at the IHDP Secretariat

The International Human Dimensions Programme on Global Environmental Change is a joint programme of the International Council for Science (ICSU), the International Social Science Council (ISSC) and the United Nations University (UNU). The IHDP Secretariat is administered and hosted by the United Nations University at the United Nations Campus in Bonn, Germany. IHDP Secretariat staff is employed by UNU and based in Bonn.

IHDP is an international, interdisciplinary science programme. It promotes, catalyzes, coordinates and communicates global research describing, analyzing, and understanding the human and societal dimensions of global environmental change. This research focuses on the ways human beings and societies (a) contribute to and drive global environmental change; (b) are influenced by and impacted upon by global environmental change, and (c) respond to global environmental change. IHDP takes a social, human, behavioural and economic science perspective and works at the interface between science and practice. IHDP entertains a worldwide network of distinguished scientists, runs and/or co-sponsors about a dozen international science projects and organizes capacity development and training activities. IHDP is a member of the Earth System Science Partnership (ESSP).

The IHDP Secretariat is the central node of the programme's activities and is mandated to oversee, organize and carry out the operations of the programme. It is administered and hosted by the UNU at its premises at the UN Campus Bonn, which includes a variety of UN organizations and agencies working in the field of environment and sustainable development. A team of professionals from different national and academic backgrounds staffs the IHDP Secretariat. The main working language of the IHDP is English.

The IHDP Secretariat is currently seeking to fill the position of Senior Scientific Officer (SSO). The position is central to the Secretariat's goal of promoting, supporting, and co-coordinating research, analysis and policy advice. The SSO works closely with IHDP's International Project Offices and partner programmes, is in charge of a portfolio of ongoing and fast-track activities, and reports directly to the IHDP Executive Director. He/She contributes to programme planning, reporting, and the development of new activities.

QUALIFICATIONS:

- PhD in relevant academic fields or advanced postgraduate degree(s) preferably in the environmental or social sciences.
- Demonstrated interest and experience in global environmental change research, knowledge of international scientific collaboration and network development.
- Significant experience (5-8 years) in programme and project development and management.
- Fluent in spoken and written English. Other languages desirable. Computer literate (MS word, Excel, Access, PowerPoint, and Internet).
- Demonstrated ability to coordinate multiple tasks and prioritize job functions. Able to work efficiently and exercise sound judgement under minimal supervision. S/he will also possess the ability to work effectively as a member of a team.
- Willingness to travel internationally and perform under time pressure.

TERMS OF REFERENCE:

Under the authority of the Executive Director of IHDP the successful candidate will

- **Principal Responsibilities**

1. Act as the IHDP Secretariat's key liaison person for various IHDP Science Projects and joint research projects with partner programmes.
2. Monitor human dimensions research activities of relevance to IHDP, and develop co-ordination and programme development strategies.
3. Play a key role in international science management, fund raising and capacity development.

- **General Responsibilities**

1. Assist in the servicing of requests and the needs of the IHDP Scientific Committee;
2. Promote and co-ordinate IHDP Research Projects and Joint Activities;
3. Create and maintain an active programme of liaison with and support of national and regional committees, programmes, projects, governments, and international organizations;
4. Prepare and monitor budgets, funding applications, and grants, where appropriate;
5. Contribute to IHDP communication activities;
6. Represent IHDP at scientific, research, and policy-related meetings and conferences;
7. Prepare and organise scientific meetings, workshops, and symposia;
8. Work with the ED on programme development and implementation.

The preferred starting date is 1 August 2007 or shortly thereafter. Please submit your full application (letter of motivation, CV, references and salary expectations).

Deadline for application: 21 June 2007

The successful candidate will be based at UN Campus in Bonn. Monthly remuneration shall be tax-free and commensurate with the incumbent's relevant experience and academic qualification.

For more information please visit the IHDP website, www.ihdp.org.

Please address your application **BY POST OR EMAIL** to Dr. Andreas Rechkemmer, Executive Director IHDP, UN Campus, Hermann-Ehlers-Str. 10, D-53113 Bonn, Germany,

Tel.: ++ 49 (0) 228-815 – 0602, **Fax:** ++ 49 (0) 228-815 – 0609.

Email: siklossy@ihdp.unu.edu.

Suitably qualified women candidates and applicants from developing countries are particularly encouraged to apply. Only short-listed candidates will be contacted; unsuccessful applications can neither be acknowledged nor returned.