

Announcement

Staff Scientist of International CLIVAR Global Project Office

CLIVAR (<http://www.clivar.org/>) is a Core Project of the World Climate Research Programme (<http://www.wcrp-climate.org/>) dedicated to understanding the role of the oceans in the variability, predictability and change of climate. Each of the Core Projects has an International Project Office that acts as an extension of the WCRP Joint Planning Staff in Geneva, Switzerland, that has the overall responsibility for all the WCRP Core Projects. The International CLIVAR Global Project Office (ICGPO) is one of several “nodes” of the International CLIVAR Project Office (ICPO) that together serve as the executive arm of the CLIVAR Scientific Steering Group and its panel and working groups. The ICGPO is based at the State Oceanographic Administration First Institute of Oceanography (SAO/FIO, Qingdao, China).

Duties and responsibilities of the ICGPO Staff Scientist

The ICGPO Staff Scientist assists the Executive Director to ensure that the ICGPO provides an effective executive arm of the CLIVAR Scientific Steering Group (SSG), its panels and working groups.

The ICGPO Staff Scientist will have the following key responsibilities:

- Serve as secretariat to CLIVAR panels and working groups within the remit of the Global Office. This includes, inter alia,
 - a. Assisting the Panel/WG chairs in preparations for their meetings and workshops
 - b. Compiling and editing the meeting reports and other relevant documents
 - c. Attending panel/WG meetings and workshops
 - d. Creating and maintaining pertinent and attractive webpages for the Panel/WG activities
 - e. Providing support to the Panel/WG Chairs between sessions.
 - f. Liaising with other ICPO nodes on related activities.
 - g. Maintaining an up-to-date knowledge of the relevant fields of research
- Build and maintain effective links between the IGPO and the wider climate community.
- Prepare articles and written and graphical input to CLIVAR and WCRP publications and websites.
- Assist the Executive Director as needed.

Qualifications

Graduate degree in oceanography or other climate-related science
2 years experience in international coordination of scientific research;
Excellent written and oral communication skills;
Excellent webpage management skills;
Fluent in English, the working language of the ICPO;
Fluency in Chinese would be an advantage;
Willingness/ability to undertake short international travel;

A local candidate would be preferred if the above qualifications are met.

Applications should include: (i) a Curriculum Vitae; (ii) a covering letter explaining his/her interests, and outlining the skills and experience; and (iii) the names and addresses of three individuals who have indicated their readiness to provide a reference.

The address to which applications should be sent is:

Mr. Gongke Tan

Center for International Cooperation

First Institute of Oceanography, SOA

6 Xianxialing Road

Qingdao 266061, P.R. China

Tel: +86-532-8896 1122 Fax: +86-532-8896 1122

E-mail: gongke_tan@fio.org.cn

The closing date for applications is 28 March, 2014.

The ICGPO Staff Scientist reports to the Executive Director of the ICGPO.

The ICGPO is hosted by FIO and follows the administrative guidelines and rules of the FIO.

The annual salary of the ICGPO Staff Scientist will be in the range 40,000-50,000 USD equivalent and will take due account of the experience and qualifications of the candidate. All salaries are subject to Chinese income tax. The initial contract of employment will be one year, with the possible extension for another two years. It is expected that the successful candidate would take up his/her appointment, located in Qingdao, as soon as possible from 15 April 2014.