

Job Description for the Position of Executive Director of EurOcean

Call for Applications

Member Organisations of EurOcean

- Flanders Marine Institute (VLIZ), Belgium;
- Foundation for Science and Technology (FCT), Portugal;
- French Institute of Research for the Exploitation of the Seas (Ifremer), France;
- Institute of Marine Research (IMR), Norway;
- Marine Institute (MI), Ireland;
- National Institute of Marine Geology and Geo-ecology (GeoEcoMar), Romania;
- NAUSICAÄ, France;
- Regional Fund for Science and Technology (FRCT), Azores Region, Portugal;
- Spanish Institute of Oceanography (IEO), Spain;
- Institute of Oceanology of the Polish Academy of Sciences (IOPAN), Poland;
- National Research Council (CNR), Italy;
- SUBMARINER Network, Germany.

Job Description

EurOcean, the European Centre for Information on Marine Science and Technology, is inviting applications for the position of Executive Director, based at the Foundation for Science and Technology in Lisbon, Portugal.

EurOcean, a non-governmental and non-profit organisation established in 2002, is a foundation presently composed of 12 Member Organisations from around Europe that are involved in marine scientific research and technology and related activities such as coordination, decision-making, financing, information management and dissemination, and outreach to a large variety of end-users.

EurOcean activities are focussed on the development and maintenance of comprehensive and publicly accessible InfoBases of marine relevant information and knowledge; the development of collaborations, services and value-added products based on the content of these InfoBases; as well as communication and dissemination of information on marine research activities and projects to a broad range of stakeholders. In addition, EurOcean participates in numerous European funded projects in areas related to its core activities.

EurOcean's Executive-Director holds a key leadership position in the organisation, under the authority of the Steering Committee of EurOcean members and its Executive Committee. The Executive-Director also acts as the Executive Secretary of the legal entity of EurOcean, the EurOcean Foundation. The Executive-Director assumes complete responsibility for implementing the organisation's policies and regulations, has the authority to direct the execution of the organisation's programmes, projects and services, and is responsible for the supervision and management of all staff members.

Candidate Profile

EurOcean's Executive Director should be a professional with excellent strategic planning and management skills, with an ability to assimilate, interpret and act on emerging issues that may affect the organisation. The candidate must also be able to network effectively at a variety of levels and be able to engage with key stakeholders and potential members. The candidate should be capable of being an advocate for the organisation, and be experienced in delivering effective presentations and engaging in professional interactions with decision makers, media, etc.

Required Qualifications and Experience

The successful candidate should have:

- Proven experience in the field of marine science, technology, and/or related ocean affairs.
- Proven experience in electronic information and communication management.
- Proven experience in strategic development of an organisation and change management.
- Proven skills in staff, administrative, and financial management.
- Good knowledge of the European and international marine research and technology landscape and its relevant institutions and bodies.
- Good interpersonal and communication skills, a team work attitude and the ability to work in a multicultural environment.
- Experience with the preparation and the management of projects funded by the European Commission.
- Excellent spoken and written English.

Desirable Skills and Experience

- Experience with overseeing the development and management of relational databases and websites.
- Experience with ocean information communication and ocean literacy.
- Working knowledge of European languages other than English.

Tasks and responsibilities:

Strategic Planning:

- Acting as a professional advisor to the Steering Committee, recommending relevant strategic actions and appropriate policies.
- Developing plans for the strategic development of EurOcean for approval by the Steering Committee via the annual work programme.
- Ensuring implementation of the annual work programme.

Leadership and Foresight:

- Researching and identifying funding opportunities, and securing new sources of funding for the organisation to ensure its financial sustainability.
- Acting as an advocate for the organisation, promoting awareness of EurOcean, its resources, services and objectives.
- Participating in networking activities on behalf of the organisation and the projects in which it participates, building strong relationships with key players on an international level.
- Liaising with and endorsing the EurOcean Member Organisations to other relevant organisations in Europe and at the international level.
- Engaging new members and developing partnerships and new opportunities.

Programme and Financial Management:

- Managing, supervising and recruiting EurOcean Centre staff.
- Organising the official meetings of EurOcean.
- Ensuring the efficient execution of EurOcean's responsibilities and commitments in projects and other programmes.
- Managing the budget for the EurOcean Centre, ensuring adequate monitoring of revenue and expenditures; making an annual budget for approval by the Steering Committee; providing regular reports to the Foundation Board on the status of revenue and expenditures.

Employment Conditions

- The position will be filled on 1st January 2019.
- The candidate should be a citizen of a European country.
- The full-time position is offered initially for a four-year term, with the possibility to extend for a further two years, i.e. total maximum 6-year service term. The position will be subject to biennial performance reviews such that the position may be terminated after the first two years of service or after four years of service, should the performance review be unfavourable.
- The place of work is Lisbon and the job will involve significant travel, mainly in Europe.
- The gross annual salary will be € 77,850 per year. The net annual value will be € 46,320 after deducting related taxes including Income Tax and Social Security contributions.
- The salary will be index linked to the Portuguese rate of inflation.

Selection Procedure

- The Selection Committee is composed of the President, the two Vice-Presidents and two Members of the Steering Committee of the EurOcean Centre.
- The Selection Committee evaluates the applications and establishes a shortlist of candidates.
- Candidates who are selected for interview shall be informed as soon as possible in August 2018. Selected candidates will be interviewed in September 2018 in Lisbon (travel and accommodation expenses are supported by EurOcean).
- The position will be offered to the most suitable candidate as determined by the Selection Committee. The selected candidate for the position will be presented to the Steering Committee for approval.

Application Procedure

A letter of motivation with a *Curriculum Vitae* and the name of two referees should be addressed to Dr Slawomir Sagan, President of EurOcean, Avenida Dom Carlos I, 126-7°, 1249-074 Lisboa, Portugal. An electronic version should also be sent to eurocean@fct.pt with the subject line “application for Eurocean Executive-Director position”

The deadline to receive applications is 6th May 2018.

For information on EurOcean, please visit www.eurocean.org and contact eurocean@fct.pt