

**International announcement of
Belmont Forum Secretariat Director, Paris (FR)**

<p>About the Belmont Forum</p>	<p>The Belmont Forum is a high level group of the world major and emerging funders of global environmental change research. It aims to accelerate delivery of the international environmental research most urgently needed to remove critical barriers to sustainability by aligning and mobilizing international resources.</p>
<p>Reporting and Support</p>	<p>The Belmont Forum Secretariat implements the decisions taken by Belmont Forum members. It works under the guidance and instructions of the co-chairs and is accountable to the Belmont Forum members.</p> <p>The Secretariat Director leads and manages the Secretariat, which is geographically distributed and composed of :</p> <ul style="list-style-type: none"> ○ <u>A Director</u> (ANR, Paris, FR) ○ <u>A Deputy Director</u> (ANR, Paris, FR) ○ <u>A Communication officer</u> (NSF, Arlington, VA, US) ○ <u>An Executive assistant</u> (European Commission, Brussels, BE)
<p>Responsibilities</p>	<ul style="list-style-type: none"> • Overall coordination of secretariat and oversight of tasks • Support to and liaison with the Belmont Forum co-chairs and steering committee • Development and implementation of strategy for policy and political valorization, dissemination and policy impact of BF activities • Support the Belmont Forum leadership in outreach to societal stakeholders (business, politics...)
<p><u>Skills and Experience</u></p>	<ul style="list-style-type: none"> • University degree (PhD or equivalent). • Understanding of global change and sustainability research and related policy issues. • Proven experience as part of the executive team of an international organization, program or project. • Proven record of strong human resources management skills. • Demonstrated ability to work collaboratively with diverse stakeholders. • Excellent formal and informal, written and oral, communication skills. • Full command of written and spoken English; working knowledge of other languages is considered an advantage • Willingness to travel.
<p><u>Conditions</u></p>	<ul style="list-style-type: none"> • This will be a 3 year appointment, with the possibility of extension subject to satisfactory performance, commencing as soon as possible. • The Director will be based at ANR, Paris (France). • The contracting mechanism will be discussed with the selected candidate. • Annual gross salary (range from 50 to 65k€/yr) will be commensurate with the skills and experience of the successful candidate.

<u>Application procedure</u>	<p>Applicants are requested to submit a curriculum vitae, together with a cover letter describing how their skills and experience would help them meet the requirements of the role. Please also include the name and contact details of three referees and details of current salary. Applications (preferably in one combined PDF file), should be sent via email with 'Belmont Forum secretariat Director' in the subject line to patrick.monfray@agencerecherche.fr .</p> <p>The closing date for applications is January 31st, 2015, 20:00 UT. For candidates invited forward for initial interviews, these are intended to be held either in-person in Paris or remotely by video conference.</p> <p>For more information on Belmont Forum, please see http://belmontforum.org . Further details on the Belmont Forum secretariat and its tasks are available on request.</p>
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