Belmont Forum Systems Specialist (Contractor)

Is this you?

We seek a Systems Specialist (professional services contractor) to support the development and delivery of Belmont Forum Multilateral funding calls, manage institutional grants operations, and website infrastructure and assets. The role focuses on the Belmont Forum website, grant operations system, grant-making process, project reporting, user accounts and folder management, learning management, compliance, security, backups, documentation, and other duties as required. This role reports to the Belmont Forum Executive Director and primarily to the Membership Relations and Open Science Officer, and also requires working closely with the Belmont Forum Secretariat and the Group of Program Coordinators for Collaborative Research Actions. If you are excited to bring your technical and operations skills to a small team making an important impact on an international stage, we want to hear from you.

About The Role

Belmont Forum is a partnership of funding agencies and other organizations committed to advancing transdisciplinary science on global environmental change. Forum operations are guided by the Belmont Challenge, a vision document that encourages: International transdisciplinary research providing knowledge for understanding, mitigating, and adapting to global environmental change.

For more than 15 years, Belmont Forum has developed and delivered nearly 23 multilateral funding calls using the Belmont Forum Grants Operations system (BFGo). This has included a full grant-making process, data collection, and reporting support.

This role is key in supporting the day-to-day operations of the Belmont Forum, ensuring effective and efficient delivery of the Belmont Forum's core mandate - development and delivery of multilateral funding calls, known as Belmont Forum Collaborative Research Actions (CRAs). This person would also play a pivotal role in systems management and maintenance, specifically managing the Belmont Forum Secretariat's Google Suite and Belmont Forum Website. The individual who takes on this role should have experience with systems administration and support tasks, with particular experience in Google Suite and WordPress. They should be detail-oriented, comfortable supporting basic help desk operations, and willing and able to develop new systems administration skills associated with the delivery of grant operations.

This is a key role on an exciting international team working to build a transdisciplinary community that advances research on global environmental change.

Roles and Responsibilities

- **Belmont Forum Website Support:** Maintaining the organization's website (www.belmontforum.org), including content management systems (like WordPress), cloud-based servers (like Amazon Web Services), and providing helpdesk support.
- **Belmont Forum Grant Operations (GO) Support:** Support the "BFgo" online system for grant applications, reviews, funded project reporting, and related data. The system is provided and maintained by a third party, but the responsibilities of this role include

updating the system with funding opportunity information and being the first tier on a helpdesk, and working with the third party to resolve any issues.

- **Grant Making Process Support**: Supporting the practical design and implementation of funding calls, called "Collaborative Research Actions" by the Belmont Forum. These involve communication and coordination with multiple different funders, including gathering funder information, the receipt and processing of grant applications, facilitating external peer reviews, and ensuring data security and tracking.
- **Project Reporting System Support:** Coordinating the annual project reporting cycle using the BFgo tool and using this data to help inform Belmont Forum decisions and update Belmont Forum communications.
- **User Accounts and Folder Maintenance:** Maintain workspace accounts, folders, and user groups. Provide helpdesk support to users and perform audits of use and needs (Workspaces and accounts are currently provided by Google).
- **Learning Management System Support:** Help to coordinate the design, delivery, and improvement of training resources using Google Classroom or a similar learning management system.
- **Compliance, Security, Backups, and Documentation:** Ensure compliance with relevant regulation(s), including the General Data Protection Regulation (GDPR). Perform relevant data security assessments. Perform regular backups of all. Maintain user and system documentation for all assets.
- **Other Duties as Required:** Include preparing communications, drafting reports, making presentations, and generally supporting the Belmont Forum.

Required qualifications:

- Google Workspace Administrator certification (preferred).
- Strong understanding of user management, security settings, and organizational units.
- Strong organizational, communication, and problem-solving skills with a demonstrated ability to work collaboratively with people from different organizations.
- A degree in Information Systems Management or a related field.
- English fluency is required; additional language skills are considered an asset.
- Experience maintaining the website, folders, and/or helpdesk support.

Special Note

This is a remote (online) professional services consulting role likely requiring 40 hours per week. Working hours are flexible; however, recognizing the international nature of the position, the applicant should be available as necessary outside of the regular working hours of their country of residence to ensure participation in meetings in international time zones as required. The start date is flexible and we are open to discussions. There may be a separate consulting contract to support an extended training or onboarding, which is also flexible and open to discussion.

It is essential to possess an impeccable record of integrity and professional ethical standards.

The Belmont Forum is hosted by the Inter-American Institute for Global Change Research (IAI), and the IAI is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free from discrimination and harassment. The IAI does not discriminate in employment based on race, ethnicity, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, or membership in an employee organization. Applicants are encouraged to review the IAI Gender, Equity, Diversity, and Inclusion Policy for additional details.

Contract Basis and Start Date(s):

This is a professional services contract/consultant role, with an initial contract for remunerated training and onboarding. The start date for this initial contract is flexible, but is anticipated to start in September 2025. The follow-on contract will be for one year (starting January 2026 or thereabouts), with the possibility of renewal, pending the availability of funding.