

## **Recruitment of Executive Secretary for GBIF, the Global Biodiversity Information Facility**

GBIF—the Global Biodiversity Information Facility—seeks a dynamic, visionary Executive Secretary with international standing to lead GBIF in the next phase of its development.

GBIF is the foremost global resource for biodiversity information. It is an international organization based on a multilateral agreement among countries and international organizations, with its operational headquarters (Secretariat) in Copenhagen, and a global network of national Biodiversity Information Facilities and partners. Its informatics infrastructure currently enables open access to close to 1 billion biodiversity data records for scientific analysis, decision-making and application. GBIF's progress since its inception in 2001, its strategy for 2017-2021 and annual work plans can be seen at <http://www.gbif.org>.

### **Key responsibilities of the Executive Secretary**

The Executive Secretary, based in Copenhagen, heads the Secretariat of approximately 25 staff, and is responsible to the Governing Board for developing and implementing GBIF's strategic plans, operating the infrastructure, serving users, and fostering partnerships. The Executive Secretary is overall responsible for financial stability and a thriving organisation and reports to the Chair of the Board.

### **Key skills and experience**

Suitable candidates should be able to demonstrate:

- Excellent international vision and experience relevant to the GBIF mission and field of operation
- Strong and passionate leadership in collaborative and networked environments ability to liaise with national and international authorities, and engage with senior government staff
- Ability to lead a team of senior experts in developing and implementing strategic plans and unifying work programmes in biodiversity informatics and capacity building
- Effective fiscal and operational management of a Secretariat-equivalent organization

### **Minimum Education/Experience**

- Must have scientific background (MSc, PhD or equivalent experience)
- At least 5 years of experience in biodiversity science
- Proven experience with international organizational management, people skills
- Understanding of the works of international organisations, governments

### **Remuneration and conditions of contract**

Applicants are expected to assume the office in February 2019 or shortly thereafter, with an initial contract for five years. A competitive salary, which is based on the International Service for Remunerations and Service (iSRP) standards and the GBIF staff rules, will be offered and is exempt from Danish income tax. A relocation package and benefits from the diplomatic status of the GBIF Secretariat are available for internationally recruited staff.

## Application procedure and deadline

Submit the following materials in English by e-mail to [ESjob@gbif.org](mailto:ESjob@gbif.org).

- A cover letter describing specific qualifications that correspond to the position's required skills and experience
- A one-page statement describing your vision and motivation for the position, i.e., why you think you are the ideal candidate
- A complete curriculum vitae
- One reference letter and contact information for two other references

Application deadline is **24 July 2018 at 23:59 CEST** (GMT +2). Selected candidates are expected to be interviewed by telephone starting in the week of 27 August 2018. Shortlisted candidates are expected to be interviewed in person in Copenhagen in mid-September 2018.

Enquiries concerning the position can be addressed to the Chair of the GBIF Governing Board, [Dr. Tanya Abrahamse](#). Those concerning HR issues can be directed to to HR Manager [Susanne Sheldon](#).

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*GBIF—the Global Biodiversity Information Facility—is an international organisation based on a multilateral agreement amongst countries and international organizations with the purpose of making scientific biodiversity data available via the internet.*

*GBIF is an equal opportunities employer and accepts applications without distinction on the grounds of gender, colour, racial, social or ethnic origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation, marital status or family situation, or any other status. Staff are recruited on the broadest possible geographical basis.*