

The Secretariat of the Global Biodiversity Information Facility (GBIF) is recruiting a Data Administrator

The GBIF Secretariat, located in Copenhagen, is looking for a Data Administrator to work in a small team responsible for GBIF data content and quality, including data publisher and user support around the GBIF data index and portal (GBIF.org).

The post is a full-time position located in Copenhagen, and the successful candidate will be locally recruited, according to the GBIF Staff Rules.

Function and job description:

In this role, you will work as part of a small team tasked with managing all aspects of data processing and data content. This is a varied role, including elements of

- scheduling, overseeing and troubleshooting the ingestion of data from a distributed network of collection and observation datasets
- supporting data publishers with both technical and data content-related questions
- mobilising new data resources through interactions with the biological community
- documenting and communicating data content and quality requirements, and addressing issues diagnosed with data content

Desirable skills and experience:

- Knowledge of relational data base and SQL
- Knowledge of XML and experience with standards for data exchange
- Experience with data processing, working with large data bases
- Basic understanding of JSON web services and their use
- Basic knowledge of the Linux operating system
- Knowledge of R or Python will be an advantage
- Previous experience working on data quality will be an advantage
- Ability to work in an English speaking environment
- Professional skills regarding giving support, guidance and feedback to internal and external contacts with varied professional and cultural backgrounds
- The ability to work independently and as part of a team

GBIF offers:

- A good team atmosphere and vibrant international working environment
- The opportunity to learn and use cutting edge big data technologies from the Hadoop ecosystem (HBase, Hive, Oozie, SOLR cloud, Spark)
- The opportunity to work publicly on open source projects, having direct involvement with the international data holder community
- A competitive remuneration package
- Most importantly, we offer the chance to contribute significantly to an international effort to build and run the global web platform for open biodiversity data.

This post is a great opportunity for a candidate who has a good eye for detail, is proactive in fixing issues, and takes enjoyment in seeing things improve. You will be working for an international organization in a science- and technology-based setting in biodiversity informatics for sustainable development. If you match these requirements, we look forward to hearing from you.

Remuneration:

GBIF salaries are competitive and are exempt from Danish income tax.

Application procedure and deadline:

Applications for the position should include a letter of application addressing your experience in respect to the listed assignments and requested qualifications for the job and your curriculum vitae, and must be submitted in English by e-mail to Data-admin-2017@gbif.org **by 24 December 2017**. Please indicate in the application where you saw this advertisement. Enquiries concerning the position can be addressed to Head of Data Products, Andrea Hahn at ahahn@gbif.org, and concerning HR issues to HR Manager Susanne Sheldon at slsheldon@gbif.org.

Interviews for the position are expected to take place in the second half of January 2018.

The Global Biodiversity Information Facility (GBIF) 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.