

The Secretariat of the Global Biodiversity Information Facility (GBIF) is offering a temporary position as Data Administrator (up to six months)

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

This is a full-time position, limited to the duration of up to 6 months, and located in Copenhagen, Denmark.

Function and task description:

In this role, you will work as part of the Data Products 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 and users 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
- supporting the community of registry editors for data publishing networks and the collections catalogue (GrBio/GrSciColl)

Preferred skills and experience:

This time-limited position is best suited for candidates from the wider GBIF community who already have a solid working knowledge of

- The data content, structure and components behind GBIF.org
- The GBIF Integrated Publishing Toolkit (IPT)
- XML, and experience with relevant standards for data exchange (e.g. Darwin Core Archive, ABCD/BioCAsE, EML)
- Relational data bases and SQL, as well as
- Experience with data processing, working with large data bases
- Basic understanding of JSON web services and their use

Other desirable skills include

- Knowledge of R or Python will be an advantage
- Basic knowledge of the Linux operating system
- 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 (Hive, Oozie, Elasticsearch, Spark)
- The opportunity to work publicly on open source projects, having direct involvement with the international data holder community
- 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.

The selected candidate is expected to take up residency in Denmark for the duration of the contract.

Application procedure and deadline:

To apply, please send a curriculum vitae (max 2 pages A4) along with a covering letter (max 1 page A4), detailing your skills and qualifications, and how you envisage adding value to GBIF. Applications must be submitted in English by e-mail to Data-admin-2020@gbif.org by **10th January 2020**. Please indicate in the application where you saw this advertisement. Enquiries concerning the position can be addressed to the Head of Data Products, Andrea Hahn, at ahahn@gbif.org, or to the HR Manager, Susanne Sheldon at sisheldon@gbif.org. During the holiday period, please expect a delay before receiving feedback.

Interviews for the position are expected to take place mid-January 2020.

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.