

IOCCG Scientific Officer Position

Applications are invited for the position of Scientific Officer for the International Ocean Colour Coordinating Group (IOCCG, see <http://ioccg.org/>). The IOCCG is an international scientific committee with representatives from national space agencies and the ocean colour (OC) community. The group aims to promote the application of remotely sensed OC satellite data (oceans and inland waters) through coordination, training, scientific working groups and liaison between space agencies and OC scientists via international science meetings, conferences and workshops. The activities of the IOCCG are supported by national space agencies and other organisations, and upon infrastructure support from the Scientific Committee on Oceanic Research (SCOR).

For the first year, either part-time or full-time employment will be considered for this position, starting with a six-month probationary period, and transitioning into more permanent employment subject to demonstrated performance, as well as availability of funding from the sponsoring agencies. The starting date is flexible, but preferably early 2021. The IOCCG Project Office is currently hosted by the Bedford Institute of Oceanography, Canada. The position will entail setting up a new IOCCG Project Office for the longer term. The Project Office should be associated with a university, research institute or other organisation, ideally with in-kind support from the organisation.

This is a unique opportunity for a motivated and experienced individual to provide coordination and communication services within the global ocean colour community, and to further develop their career in international programme management.

Duties and Responsibilities of the IOCCG Scientific Officer

The IOCCG Scientific Officer will work closely with the IOCCG Chair and the IOCCG Scientific Coordinator (Venetia Stuart) as well as with the broader ocean colour community and national space agencies. The IOCCG Scientific Officer will have the following key responsibilities:

- Serve as secretariat to the IOCCG and its Working Groups and Task Forces.
- Be responsible for the IOCCG budget: solicit and manage funds for the group, prepare funding proposals, annual budget statements and financial statements.
- Submit annual progress reports to funding agencies as well as quarterly financial reports.
- Edit scientific IOCCG reports and prepare them for publication in conjunction with IOCCG working group members (scientific editing /writing, formatting documents in

LaTeX, preparing print-quality figures etc.) – see <https://ioccg.org/what-we-do/ioccg-publications/>.

- Maintain active communication with the ocean colour scientific community (prepare quarterly newsletters, announcements etc.).
- Update and maintain the IOCCG websites (<https://ioccg.org/> and <http://iocs.ioccg.org/>) and create new webpages for upcoming IOCCG activities.
- Assist the working group chairs in preparations for their meetings and workshops.
- Coordinate IOCCG training and capacity building activities including the IOCCG Summer Lecture Series, held every 2 years.
- Organise the annual IOCCG Committee meeting and Executive meeting(s) in conjunction with meeting hosts and Committee members (logistics, budget, meeting agenda, compile meeting report).
- Organise the International Ocean Colour Science (IOCS) conference, generally held every 2 years. Duties will include logistics, registrations, maintaining and updating meeting website, preparing meeting agenda (keynote speakers, breakout sessions, agency talks, Town Halls, training sessions), and drafting relevant documents (meeting agenda, logistics, proceedings of the meeting).
- Assist the IOCCG Chair and Scientific Coordinator as needed.
- Maintain an up-to-date knowledge of the relevant fields of research.

Qualifications and Experience

- Advanced degree in a relevant science discipline, preferably with a research background in ocean optics or remote sensing. A Doctorate would be an advantage.
- A minimum of 5 years experience in science project/programme management, planning and coordination, preferably at the international level.
- Excellent written and oral communication skills – must be fluent in English (other languages an asset). Proven ability to draft documents and reports.
- Significant experience in editing scientific manuscripts.
- Past experience in organising large international conferences and meetings.
- Experience in writing funding proposals to government agencies and other organizations.
- Significant experience in the preparation of financial budgets and management of funds.
- Excellent communication and interpersonal skills as well as organisational skills. Must be self-motivated with the ability to plan and manage the work with limited direction and supervision.

- Experience with LaTeX markup language, QuickBooks accounting software (or equivalent), webpage creation and editing skills (WordPress/ HTML) and graphic design software (Photoshop, Illustrator or equivalent).
- Willingness to undertake international travel at least once a year for the annual IOCCG Committee Meetings.

Salary and Benefits

The full-time salary range is \$50,000 - \$80,000 USD plus 18% for benefits. Starting salary will be commensurate with qualifications and experience.

Application Procedure

All interested parties are advised to contact the IOCCG Project Office (vstuart@ioccg.org cc. Cara.Wilson@noaa.gov) before submitting a proposal to discuss the logistics. Applicants are requested to address the above requirements in a cover letter explaining why they consider themselves to be suitable for the position, and where /how they intend to set up the new IOCCG Project Office: indicate the university or institute where the office could be located (ideally in-kind), and include the feasibility of doing so (permissions required, restrictions, financial obligations etc.). Please also indicate preferred starting date. The following should be included in one combined PDF file:

- Cover letter
- Brief Curriculum Vitae
- Copy of academic certificate(s)
- Contact information for 3 references

Applications should be submitted via email with “IOCCG Scientific Officer Position” in the subject line, to vstuart@ioccg.org, with a copy to Dr. Cara Wilson (IOCCG Chair, Cara.Wilson@noaa.gov). Visit the IOCCG website (<http://ioccg.org/>) to find out more about the group.

Closing Date: Applications must be submitted by 30 November 2020.

Additional Information:

An initial screening will be based on the documentation submitted. Only candidates who are selected for interviews will be contacted. These candidates may be asked for letters of recommendation from their references. If you have any specific questions related to this position, or if you wish to discuss it informally, please contact IOCCG Scientific Coordinator, Venetia Stuart, at vstuart@ioccg.org.