

Executive Director, PAGES

Location:	Bern, Switzerland
Full-time/part-time:	Full-time
Start date:	As soon as possible
Deadline for applications:	26 July 2015

PAGES coordinates and promotes past global change research. Its primary objective is to improve our understanding of past changes in the Earth system in order to obtain better projections of future climate and environment, and inform strategies for sustainability. PAGES serves the paleoscience community by supporting and facilitating international and interdisciplinary cooperation and collaboration in the paleo-environmental sciences.

PAGES is funded by the Swiss and US National Science Foundations and NOAA. It is a designated core project of Future Earth and has recently agreed on a scientific partnership with WCRP. Until the end of 2015, PAGES will also remain a core project of IGBP.

Tasks and responsibilities

The new Executive Director will coordinate the PAGES project and run the International Project Office in Bern, Switzerland, taking over from our outgoing Executive Director, Thorsten Kiefer. Specific tasks and responsibilities include:

- Acting as an ambassador and representative for PAGES.
- Representing the entire paleoscience community across all disciplines.
- Establishing PAGES as an active contributor to Future Earth and WCRP.
- Guiding PAGES in the transition from IGBP to Future Earth and in the implementation of its new science structure and stakeholder engagement policy.
- Serving as the point of contact for the PAGES community, including >5,000 subscribed scientists around the world.
- Initiating and organizing international meetings to implement PAGES' scientific activities, including PAGES' Open Science Meeting and Young Scientists Meeting held every four years.
- Editing PAGES publications and special journal issues.
- Preparing annual scientific reports to funders and co-sponsors.
- Composing scientific and outreach articles on PAGES' accomplishments and future aims.
- Proactively looking for opportunities, developing links to related projects, and promoting new ideas.

- Implementing communication and outreach strategies.
- Writing and submitting grant applications to raise funds for the continued operation of the project.
- Managing the International Project Office, including the budget and a staff of ca. four people.
- Communicating regularly with the Scientific Steering Committee (SSC) and its Co-chairs and coordinating the SSC and Executive Committee meetings.

Requirements

The successful candidate will:

- Have a substantive research record in past global change science.
- Have broad interdisciplinary knowledge of past global change science and its application to sustainability research.
- Be experienced in international scientific collaboration.
- Be familiar with international global change organizations, including Future Earth and the World Climate Research Programme.
- Have the skills and ability to lead an interdisciplinary, internationally distributed scientific community.
- Have a proven history in obtaining funding (from a range of sources).
- Be adept at scientific, budget, and personnel management.
- Be fluent in written and spoken English. Knowledge of German would be an advantage.
- Be willing to travel about once a month to international meetings.

Conditions of Employment

Salary will be determined based on the salary classification [Kantonspersonal GK24](#) of the Canton of Bern, Switzerland (see Jahresgehalt 2015).

The initial contract period will last until July 2018, in line with PAGES' funding cycle. The Executive Director reports to the Scientific Steering Committee, Future Earth, and PAGES' funders.

PAGES is committed to enhancing gender, ethnic, and regional diversity. The position is based in Switzerland, but applicants from all nations are welcome to apply.

To apply

Your application should consist of a cover letter including an outline of your vision for PAGES, a curriculum vitae that includes your publication list, and the names of three referees.

The cover letter should be addressed to the Co-chairs of PAGES, Prof. Hubertus Fischer and Prof. Alan Mix.

Please send your application in one pdf file by email to Leonie Goodwin:
leonie.goodwin@pages.unibe.ch

The closing date for applications is **26 July 2015**.

The first round of online interviews is likely to take place between the 10th – 14th August 2015. Shortlisted candidates may be interviewed in person in Bern, Switzerland, during the second half of August 2015.

More information

Enquiries should be directed to Thorsten Kiefer, current Executive Director of PAGES at: kiefer@pages.unibe.ch