The ECORD Managing Agency (EMA) invites applications for the position of Assistant Director

The European Consortium for Ocean Research Drilling (ECORD - www.ecord.org) is a consortium of 18 countries which participate to the first international scientific programme in Earth Sciences, the International Ocean Discovery Program (IODP - www.iodp.org).

The ECORD Managing Agency (EMA - www.ecord.org/ema.html) manages the participation of ECORD members to the IODP. The Director of the EMA is the official contact point for ECORD in all relationships with the IODP entities and the other IODP partners (NSF and associated members; MEXT).

Starting date : January 1st, 2015.
Duration : 24 months with possible extension.
Salary : Full time contract at the Centre National de la Recherche Scientifique (CNRS). Salary will follow CNRS rules and be within the 2000-2700 €/month range, according to the qualifications of the candidate.

Job description : The Assistant Director will assist the EMA Director at the CEREGE and at meetings in the coordination and administration of ECORD, including :
- liaison with the 18 ECORD partners ;
- liaison/participation to the activities of all ECORD entities ;
- liaison with the IODP entities ;
- liaison with related scientific programs and EC initiatives ;
- administration of the financial contributions from ECORD members ;
- liaison with the CNRS Financial and Legal Departments ;
- maintenance of the scientific and administrative memory of ECORD’S role in the IODP ;

Required qualification and experience :
- Minimum : Bachelor’s degree in administration or science, preferably with experience in science management ;
- ability to work collaboratively and independently, and to travel frequently ;
- excellent communication skills in English (spoken and written) ; knowledge in French appreciated ;
- ability to prioritise and manage multiple tasks ;
- experience in budget administration ;
- interest in international contacts.

Electronic applications (letter of motivation + detailed CV) should be sent before March 28th, 2014 to :

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