

Working Group I of the Intergovernmental Panel on Climate Change is filling the position of

## Head of Operations in the Technical Support Unit (IPCC WGI)

located at the University of Paris-Saclay (France), next to Institut Pierre Simon Laplace / Laboratoire des Sciences du Climat et de l'Environnement (IPSL/LSCE)

This position directs administrative, financial, technical and editorial aspects of the Technical Support Unit (TSU) and reports to the head of TSU. The Head of Operations will be responsible for all administrative aspects during the scoping, preparation, review and completion of the contribution of Working Group I (WGI) to the Sixth Assessment Report (AR6) of the IPCC to be published in 2021 and to the Synthesis Report to be published in 2022. The Head of Operations in the TSU will work very closely with the Head of TSU, the two Co-Chairs and the Bureau of WGI in providing administrative, technical and editorial input to the assessment process and developing and supervising the AR6 schedule. The Head of Operations will organize and supervise complex parallel processes during the assessment process as well as the expert and government reviews worldwide. This requires communication on all levels with the authors of the AR6, planning and organising international meetings (WGI Bureau meetings, Expert Meetings, Workshops, Lead Author Meetings, WGI Sessions of the IPCC...) including supervision of temporary staff, if needed, as well as coordinating the proofreading, technical editing and copyediting of the drafts and the report. This position will also assist the Head of TSU and the Co-Chairs in the administrative aspects of the liaison with Working Groups II and III of IPCC, as well as with the IPCC Secretariat in Geneva.

This is a fixed term position funded by the French Government through the University of Paris-Saclay, with an appointment as soon as possible, until December 2022.

### Requirements:

- An advanced degree in a relevant field;
- Experience in developing, organising and supervising complex working processes;
- Experience in planning and organising international conferences;
- Experience as an editor of technical reports;
- Ability to write meeting reports, proposals, implementation plans, progress reports;
- Ability to manage financial aspects;
- High motivation and ability to work in a team with a common long-term goal;
- High mobility and motivation to work efficiently in an international context;
- High level of social skills and capability to interact with the international science community;
- Fluency in written and spoken English;
- Capacity to respect time constraints and possess a high degree of stress-resistance;
- Experience in UN processes, in particular IPCC, would be an asset;

### Application:

Please send your application consisting of a letter of motivation, curriculum vitae, examples of achievements, and contact details of three referees to Dr. Valérie Masson-Delmotte ([valerie.masson@lsce.ipsl.fr](mailto:valerie.masson@lsce.ipsl.fr)). Applications are accepted until the position is filled.

Saclay, November 20, 2015  
Valérie Masson-Delmotte & Panmao Zhai  
Co-Chairs, IPCC Working Group I