

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

## Operations Director in the Technical Support Unit (IPCC WGII)

The Intergovernmental Panel on Climate Change (IPCC) is beginning its Sixth Assessment cycle. The WGII Technical Support Unit (TSU), which provides the scientific, technical and organisational support of the activities and products of the Working Group focusing on the Impacts, Adaptation and Vulnerability of Climate Change, is employed through the Alfred-Wegener-Institute in Bremen, Germany.

The Operations Director will coordinate the administrative, financial and technical aspects of the Technical Support Unit (TSU) and report to the Head of TSU. This position will be responsible for guiding the operational aspects of the scoping, preparation, review and publication of the reports produced by Working Group II (WGII), as well as coordinating all activities and meetings organized by WGII during the IPCC Sixth Assessment cycle. The successful applicant will work closely with the Head of TSU, the two Co-Chairs and the Bureau of WGII in providing administrative, technical and editorial input to the assessment process and will organize and supervise complex parallel processes during the multi-stage drafting and expert and government review processes. This requires communication on all levels with the authors of the reports, planning and organising international meetings (WGII Bureau meetings, Expert Meetings, Workshops, Lead Author Meetings...), and supervising temporary and contract staff. The Operations Director will be responsible for coordinating the technical and copyedit of the drafts as well as organizing the layout and proofing of the report for publication. He/she will liaise with the TSUs of Working Groups II and III of IPCC, as well as with the IPCC Secretariat in Geneva.

### Requirements:

- Bachelor's or Master's degree in a related field of study, or equivalent relevant professional experience;
- 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 small international team with a common long-term goal;
- Capacity to work efficiently, respect time constraints, and possess a high degree of stress-resistance;
- High level of social skills and capability to interact with the international science community;
- Experience in UN or WMO processes, in particular IPCC, would be an asset.

The position is limited for two years, with extension intended through the completion of the project, expected at about 7.25 years. The salary will be paid in accordance with the German Tarifvertrag des öffentlichen Dienstes (TVöD Bund) based on qualifications and assigned tasks up to salary level 13. The place of employment will be **Bremen**.

For more information or questions regarding the TSU, please contact **Prof. Dr. Hans-Otto Pörtner** ([Hans.Poertner@awi.de](mailto:Hans.Poertner@awi.de)).

We offer you a multi-disciplinary, international, and fascinating professional environment with flexible working hours, state-of-the-art research equipment, and a first-rate infrastructure. The AWI aims to increase the number of international and female employees within the staff of the TSU and especially invites female professionals to apply for the position. Disabled applicants will be given preference when equal qualifications are present. The AWI fosters the compatibility of work and family through various means. Because of our engagement in the area of work-life compatibility we have been awarded the certificate 'Career and Family'.

Please forward your applications with the standard documentation (cover letter, letter of motivation, degree certificates (bachelor, master, diploma or similar), CV and two references) by **May 20<sup>th</sup> 2016** referencing code **70/D/Bio** to: Alfred-Wegener-Institut für Polar- und Meeresforschung, Personalabteilung (human resources), Postfach 12 01 61, 27515 Bremerhaven/Germany (or by e-mail (all documents merged into one PDF file) to: [personal@awi.de](mailto:personal@awi.de)).