

- Job Title:** Science Officer
- Office:** Integrated Research on Disaster Risk (IRDR)
International Programme Office (IPO)
c/o Institute of Remote Sensing and Digital Earth (RADI)
Chinese Academy of Sciences (CAS)
- Location:** No. 9 Dengzhuang Nanlu, Haidian District, Beijing 100094, China
- Duration:** two years initially, renewable subject to satisfactory performance and funding availability
- Application deadline:** 22 November 2015, no later than midnight China Standard Time (CST)
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Background Information

The International Programme Office (IPO) is located at the Institute of Remote Sensing and Digital Earth (RADI), Chinese Academy of Sciences (CAS) in Beijing, China. It is the focal point for the coordination and promotion of the IRDR programme. Led by an Executive Director (ED), the IPO has two supporting scientific/technical staff (Science Officer, Communications Officer,) as well as administrative staff. For more information about the IRDR programme please visit: <http://www.irdrinternational.org>.

The successful candidate will be able to operate in an international environment at the interface of science, practice and policy-making, including interactions with the United Nations (UN) and other regional organisations.

Key Responsibilities:

- Provide substantive support to the ED in planning and executing IRDR meetings. This includes: the bi-annual meetings of IRDR Scientific Committee (SC); workshops and other events (national and international); biennial global IRDR Conference; and includes proposing agenda topics, identifying and interacting with participants, preparing background documents, presentations, meeting reports and tracking follow-up actions.
- Act as a focal point for the wider IRDR community, including International Centres of Excellence (ICoEs), National and Regional Committees (NCs and RCs) and partner organisations in disaster risk reduction research.
- Help prepare annual reports, background papers, and write inputs to publications and websites, etc. Assist the Communications Officer to implement the IRDR Communications Plan.

- Monitor the implementation and development of IRDR's core projects and other related programme activities.
- Travel to promote and represent the programme when required and give presentations about IRDR to diverse audiences within China and internationally.

Work includes frequent interaction with the following:

- IRDR Scientific Committee members and working group co-chairs of the four core projects.
- Directors and representatives of organisations designated IRDR ICoEs, NCs and RCs and counterparts and technical officers within partner organisations of the IRDR programme.
- IRDR IPO team for the daily discharge of all programme management tasks.
- Counterparts and technical officers located at the respective headquarters of IRDR's Co-Sponsors—ICSU, ISSC and UNISDR—and the regional offices of ICSU and UNISDR.
- Counterparts and technical officers within the IPO's host organisation, RADI.

Competencies:

- **Knowledge:** Knowledge and understanding of disaster risk reduction theories, concepts and approaches. Familiarity with Sendai Framework for DRR (SFDRR).
- **Planning and Organising:** Ability to develop clear goals and working routines consistent with long-term strategies. Ability to prioritize, identify and anticipate issues, and analyse, adjust, and participate in the resolution of programme management issues as they arise. Able to plan own assignments, manage conflicting priorities, and work independently.
- **Teamwork:** Works collaboratively with other staff members to achieve IRDR IPO goals, proactively contributing to better team performance. Willing to assist and solicit others' inputs and expertise and keen to learn from others.
- **Strong interpersonal and multicultural skills:** thrives in an international programme.
- **Accountability:** takes responsibility to deliver outputs within the agreed time, seeks cost effective solutions and adheres to quality standards. Can navigate within the Chinese landscape and complies with IRDR IPO and RADI (IRDR's host) regulations.

Requirements:

- **Education:** Advanced university degree (Master's degree) in a scientific discipline (including social sciences) relevant to natural hazards and disaster risk reduction.
- **Experience:** A minimum of three to five years of progressively responsible experience in project or programme management, preferably at an international level.
- **Knowledge:** Background in/familiarity with disaster risk reduction required; familiarity with climate change adaptation and/or sustainable development desirable.
- **Technical Skills:** Mastery of regular office software (Microsoft Office Suite); some understanding and experience of website management; some experience with professional use of social media (working with the Communications Officer).

- **Language:** Native English speaker required; ability to express oneself clearly and unambiguously in both written and spoken English. The working language of the IPO is English; knowledge of Mandarin is helpful for living in Beijing.

How to Apply:

Please send an e-mail to jobs@irdrinternational.org, stating “Application SO Post” in the subject line to submit your application documents which should be in English and in a PDF format.

1. Cover letter, explaining why you are interested in the post and outlining the skills and experiences you feel you could bring to IRDR and its IPO (less than 2 pages).
2. Current CV with your contact details, nationality and residency.
3. A list of three professional references (names, institution / business affiliation, contact information, and indicating their relationship to you).

Additional Considerations and Next Steps:

- Short-listed candidates will be contacted for an interview during the week of 23 November 2015.
- The first round of interviews will be held via Skype on 30 Nov. or 1 Dec. 2015.
- The successful candidate will sign an employment contract with RADI/CAS.
- If coming from inside China we expect the successful candidate to be on board by 4 January 2016 but earlier is possible.
- If coming from outside China, assistance will be provided for the necessary permits; the successful candidate will begin as soon as permits and visas are in hand.