

## VACANCY NOTICE

Member States of EMBL (Austria, Belgium, Croatia, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Israel, Italy, the Netherlands, Norway, Portugal, Spain, Sweden, Switzerland and the United Kingdom) are advised that applications are being sought for the following position **in Heidelberg, Germany**:

### COORDINATOR OF INTERNATIONAL RELATIONS

Grade: depending on experience and qualifications

Duty Station: Heidelberg, Germany

Commencing Date: As soon as possible

Job Description: The Coordinator of International Relations will report to the Director General and will have the following duties:

- Establish a good working relationship and promote EMBL's interests with Member States:
  - Organise visits and events for member states delegations
  - Develop and carry out promotional activities in member states
  - Establish contacts to potential new EMBL Member States
  - Liaise with local authorities in Baden-Württemberg and other government agencies
- Establish and manage a network of institutional partnerships between EMBL and research centres in the Member States to foster positive interactions between EMBL and the external research community:
  - Negotiate agreements with partner institutes and governmental agencies in EMBL member states
  - Arrange participation of EMBL scientists in partnerships
  - Integrate EMBL services and advanced training activities into networks with institutional partners as appropriate
  - Monitor activities and promote effective operation of partnerships
- Manage EMBL's participation in activities within the European Research Area (EIROFORUM, Euroscience etc.):
  - Participate in preparations for EIROforum meetings and coordinate EMBL activities in this sector
  - Establish a network of contacts to lobby on EMBL's behalf at senior working level
  - Represent EMBL's interests with EU research officers
  - Contribute to the EMBL perspective in the design of FP7
- Prepare strategic documents in cooperation with the Director General (EMBL Programme, Council documents, policy papers etc.)

Qualifications and Experience: The successful candidate should hold a higher level degree in life sciences as well as have several years experience in a relevant field. Familiarity with drafting legal agreements is a necessity for this post. The post holder should have excellent negotiation skills as well as good communication and interpersonal skills. Fluency in English is a prerequisite. Knowledge of French and German would be advantageous, as would a good understanding of science policy at both the European and national level.

Contract: An initial contract of 3 years will be offered to the successful candidate. This can be renewed, depending on circumstances at the time of review.

Closing date: 13<sup>th</sup> May 2007

**WWW:** <http://www.embl.org/>

EMBL is an inclusive, equal opportunity employer offering attractive conditions and benefits appropriate to an international research organisation.

Please note that EMBL does not return CVs or attached documents to applicants.

To apply, please send a CV (including names and addresses of referees) and covering letter, by email, quoting ref. no. VN/07/043 in the subject line, to: [application@embl.de](mailto:application@embl.de)

General enquiries may be sent to [jobs@embl.de](mailto:jobs@embl.de) or to the following address:

**Personnel, EMBL, Postfach 10.2209, D-69012 Heidelberg, Germany - Fax: +49 6221 387555**