

## Job Advertisement

### EXECUTIVE OFFICER

**US\$70,000 - \$100,000 per year**

The Global Carbon Project (GCP) is seeking to appoint a highly motivated and independent person as Executive Officer in its office based in Tsukuba, Japan. The successful candidate will work with the three Co-chairs, the Scientific Steering Committee, and other Executive Officers of the project based in international offices to implement the science framework of the GCP. The appointee will also take administrative responsibility for coordinating a small, dynamic international office based in Tsukuba at the National Institute of Environmental Studies.

We are seeking a person with an excellent working knowledge of the scientific objectives of the GCP and a keen interest in devising methods to integrate the human dimensions in order to advance our understanding of the carbon-climate system as a coupled human/natural system. Postgraduate qualifications (preferably a PhD) are desirable. The appointee will have demonstrated high standard organizational, communication and interpersonal skills; experience in drafting a diverse range of scientific documents; demonstrated ability to communicate in English effectively with groups of scientists of diverse disciplinary and national backgrounds; and flexibility and willingness to undertake extensive, long-distance overseas travel.

This appointment is to the National Institute for Environmental Studies, Tsukuba (Japan), for a fixed term of two years with the possibility of an extension up to five years. The position needs to be filled in early 2003.

#### **Closing date for applications: 8 December 2002**

Please, send your application, including details of skills, qualifications and work achievements, details of three referees, and quoting to the attention of Ms. Rowena Foster, CSIRO Land and Water, Pye Laboratory, PO Box 1666, Canberra, ACT, 2601, Australia [Rowena.Foster@csiro.au]. For Express/Courier mail: Ms. Rowena Foster, CSIRO Land & Water, Pye Laboratory, Clunies Ross Street, Black Mountain, Canberra, ACT 2601, Australia; Phone: 61-2-6246 5630.

Further information on the job and the GCP is available from Pep Canadell [pep.canadell@csiro.au], or by viewing the GCP homepage, <http://www.globalcarbonproject.org> (website under development).

## Duty Statement

The GCP-Tsukuba Executive Officer has administrative and scientific responsibility for a small, dynamic international office coordinating activities of the GCP research programme. The successful applicant will also work in coordination with the GCP office in Australia and the European and American nodes. The appointee will need to demonstrate a strong research background as he/she will be involved in the planning and development of research and synthesis documents.

Working under the broad direction of the SSC, duties include the following:

1. Manage the GCP Project Office in Tsukuba and its staff on a day-to-day basis.
2. Assist the SSC to implement the science framework with a particular focus on activities related to the "Integration of the biophysical and human dimensions of the carbon cycle"
3. Act as a communication node for the international GCP community.
4. Work in close collaboration and coordination with the other executive officers.
5. Provide project advocacy, promotion and publicity.
6. Develop and maintain links with a number of projects in IGBP, IHDP, and WCRP, and other international and national agencies and programmes
7. Raise funds for GCP activities
8. Assist the Chairs and SSC in providing policy advice to appropriate agencies
9. Organise conferences, meetings and workshops in support of the GCP and assist in drafting scientific reports and syntheses
10. Support an international comparison study on integrated carbon cycle modeling

## Selection Criteria

### Essential

1. Postgraduate qualifications (preferably a Ph.D. or equivalent) in social sciences, ecology, environmental sciences, oceanography, atmospheric sciences or a related discipline, together with relevant experience; or an equivalent combination of experience and education/training.
2. Proven management experience within research programs.
3. Ability to manage a small international science coordinating office, with an emphasis on organisational, communication and interpersonal skills.
4. Experience in drafting a diverse range of documents - from correspondence to complex scientific reports.
5. Strong interest in and excellent working knowledge of the main scientific issues of the GCP.
6. A sound working knowledge of the English language.
7. Flexibility and willingness to undertake extensive, long-distance overseas travel.
8. Demonstrated ability to communicate effectively with groups of scientists of diverse disciplinary and national backgrounds.

### Highly Desirable

1. An education or working experience that bridges social and natural sciences (e.g., integrative assessment modeling).
2. Previous experience in raising funds for scientific activities.
3. Experience in the organisation of international meetings and workshops.
4. Experience in working with international science organizations.

# The Global Carbon Project

- Summary -

The Global Carbon Project (GCP) has been established by the International Geosphere-Biosphere Programme (IGBP), the International Human Dimensions Program (IHDP), and the World Climate Research Programme (WCRP). The GCP's goal is to develop a complete picture of the global carbon cycle, including both its biophysical and human dimensions together with the interactions and feedbacks between them. The three sciences themes of the GCP are:

1. Patterns and Variability: the current geographical and temporal distributions of the major stores and fluxes in the global carbon cycle;
2. Processes, Controls and Interactions: the underlying mechanisms and feedbacks that control the dynamics of the global carbon cycle, including interactions with human activities;
3. Future Dynamics of the Carbon Cycle: the range of plausible trajectories for the dynamics of the global carbon cycle into the future.

The science goals will be achieved by the following implementation strategies:

- To develop a research framework for integration of the biogeochemical, biophysical and human components of the global carbon cycle, including the development of data-model fusion schemes, and design of cost effective observational and research networks.
- To synthesize current understanding of the global C cycle and provide rapid feedback to the research and policy communities, and general public.
- To develop tools and conceptual frameworks to couple the biophysical and human dimensions of the carbon cycle.
- To provide a global coordinating platform for regional/national carbon programs to improve observation network design, data standards, information and tools transfer, and timing of campaigns and process-based experiments.
- To strengthen the broad carbon research programs of nations and regions, and those of more disciplinary projects in IGBP, IHDP, WCRP, and operational observing programs (IGCO, GTOS) through better coordination, articulation of goals, and development of conceptual frameworks.
- To develop a small number of new research initiatives that are feasible within a 3-5 year time framework on difficult and highly interdisciplinary problems of the carbon cycle.
- To foster new carbon research in regions (e.g., tropical Asia) that will provide better constrains of continental and global carbon budgets through promoting partnerships between institutions and exchange visits.

Scientific Steering Committee:

Co-chairs: Michael Raupach, Oran Young, Robert Dickinson.

Michael Apps, Alain Chedin, Chen-Tung Arthur Chen, Peter Cox, Ellen R.M. Druffel, Christopher Field, Patricia Romero Lankao, Louis Philip Lebel, Anand Patwardhan, Monika Rhein, Christopher Sabine, Riccardo Valentini Yoshiki Yamagata.

Executive Officer: Pep Canadell (Australia)

Further information can be found at <http://www.globalcarbonproject.org>.

