

Open position at AnaEE-ERIC

Chief Administrative Officer

AnaEE-ERIC, an intergovernmental European research organization, is seeking its

Chief Administrative Officer

For its headquarters, located in Gif-sur-Yvette, near Paris (France).

Context

Analysis and Experimentation on Ecosystems, European Research Infrastructure Consortium (AnaEE-ERIC), is an intergovernmental research organization established under the European Council (EC) regulation 723/2009 on the community legal framework for European Research Infrastructure Consortium (ERIC) legal status.

AnaEE-ERIC provides tools to understand the multiple global change drivers on terrestrial and aquatic continental ecosystems across Europe. It proposes access to a distributed, versatile network of facilities that can simulate environmental drivers from land-use change, pollution, biological invasions, rising atmospheric greenhouse gases concentrations, and to increasing extreme events such as droughts and heatwaves.

AnaEE-ERIC provides access for research teams to these experimental, analytical, and modelling platforms. The outcome of these research will lead to a better understanding of ecosystem functions and services, and recommendations to the stakeholders (agriculture, industry, policy makers, NGOs) for the mitigation and adaptation of ecosystem to anthropic induced changes.

AnaEE-ERIC is also involved in different projects funded by the framework program of the European Union (Horizon Europe).

AnaEE-ERIC includes 4 centres: the Central Hub, headquarters, located in France, the Data and Modelling Centre, in Italy, the Interface and Synthesis Centre, in the Czech Republic, and the Technology Centre, in Denmark. As a distributed infrastructure, the network of about 60 experimental, analytic and modelling platforms is run by their owner institutions (research organizations and universities), linked to AnaEE-ERIC thanks to Service Level Agreements (SLAs).

AnaEE-ERIC is an inclusive, equal-opportunity employer offering attractive conditions and benefits appropriate to an international research organization. Further information on the aims, mission, governance, and statutes of AnaEE-ERIC can be found at <https://www.anaee.eu/>.

Roles and Responsibilities

The Chief Administrative Officer (CAO) will be in charge of all administrative and financial issues related to AnaEE-ERIC in close interaction with the Director General, and will report to her/him.

As AnaEE-ERIC has been recently created, the CAO is expected to have a dynamic and leading contribution to the building of the organization.

As a member of the management of the ERIC, the main duties of the CAO will include the following:

- General administration of AnaEE-ERIC
- Financial and accounting management
 - Management of financial contribution of AnaEE-ERIC from member states
 - Management of external resources, mostly participations in Horizon Europe, and revenues related to other grants
 - Cost evaluation
 - Preparation of the annual budget, and follow-up
 - Supervision of purchases, travel, etc.
 - Preparation of the financial part of the proposals

- Accounting, with external support
- Management of bank accounts, operations, and payments
- Administrative management of AnaEE-ERIC
- Knowledge of legal aspects
- Preparation of agreements with partners of AnaEE-ERIC
- Human resource management
- Management of documents, archiving, especially in the perspective of audit
- Exchanges with member representatives, especially the chair- and vice-chairpersons of the Assembly of Members
- Exchanges with EC officers, partner ERIC and research infrastructures, other stakeholders
- Possible representation of AnaEE-ERIC at several bodies or committees.

Some of these tasks may receive the support of internal or external resources.

Requirements and skills

- Advanced University degree in a related domain,
- Experience in administrative and financial management, preferably of EU-funded projects or organizations,
- Good knowledge of European institutions, and experience of operating at the European level,
- Excellent written and spoken English and French (CEFR level C2 for both languages)
- Excellent organizational skills
- Self-starter
- Strong oral and written communication skills
- Excellent interpersonal abilities
- Experience in managing teams, budget and deadlines
- The position requires travelling in Europe

This position will be under the hierarchical responsibility of the Director General. It will be a permanent contract, under the French law.

To apply, send a CV, letter of motivation, name, function and email of 2 (max. 3) reference persons, supporting information and documents to contact@anaee.eu

For any information, please, contact us.

Deadline of application: 23 September 2022

Anticipated start of work: October 2022