



Exploring and documenting diversity in nature

The Consortium of European Taxonomic Facilities (CETAF) is the leading European network of Natural History Museums, Botanical Gardens, Natural Science Museums and Research Centres that house natural history collections and conduct systematics based research. CETAF aims to promote training, research and understanding in systematic biology, palaeobiology and Earth sciences, and facilitate access to our rich natural heritage via the sharing of the information held in the collections and the expertise of its member institutions from across Europe.

CETAF comprises 33 members representing 58 of the largest institutions from 20 European countries. Its members hold an estimated 1.5 billion specimens that represent more than 80% of the world's described species. CETAF represents an unprecedented resource for scientific research across the globe and its members act as the custodians of our common heritage. CETAF member institutions dedicate themselves to the preservation of this rich heritage as well as to the promotion of it through scientific research, education and public outreach. Beyond hosting major European collections and housing research centres of excellence in taxonomy via its members, CETAF provides an information exchange platform for researchers from a wide variety of scientific disciplines who carry out pioneering biodiversity-based research and develop innovative knowledge exchange pathways. From the digitalisation of collections to the use of digital media to stimulate the sharing of data, CETAF fosters the development of information services for scientific and public use.

A. JOB DESCRIPTION

The **International Affairs and Networking Officer** will be joining our small team at the General Secretariat, in Brussels. S/He will be in charge of promoting the Consortium and its members within and across Europe, fostering links with other European or international organisations and initiatives, maintaining or creating links within the EU institutions, identifying funding opportunities, collaborating with the e-Communications Assistant on the development of the content of the CETAF website and networking activities via the website. The selected candidate will be supervised by and work closely with the General Secretary.

Specific Tasks:

- Monitor, analyse and report on the activities and policies of relevant EU and international organisations,
- Establish, promote and maintain connections with major representatives within EU institutions and research agencies
- Identify key funding instruments that could sustain the provision of services to CETAF members
- Provide content for the participation of CETAF in collaborative projects and actions
- Help in the development and implementation of the CETAF communication plan
- Help to maintain and update CETAF's website (Drupal management system), including :
 1. Contribute to the Public and Community (intranet) spaces,
 2. Provide news and events content (disseminate information on EU policies and initiatives of interest to CETAF and its members),
 3. Propose, organize and/or participate in CETAF Bodies and their activities,

CETAF, AISBL
General Secretariat
c/o Royal Belgian Institute of Natural Sciences
Rue Vautier, 29
B- 1000 Brussels (Belgium)
www.cetaf.org

General Secretary
E-mail: ana.casino@cetaf.org
Phone: +32 (0)2 627 42 51
Fax: +32 (0)2 627 41 13

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- Help with office admin, including with the administrative compliance requirements for CETAF (as an AISBL, under Belgian law), and with European Commission procedures,
- Other tasks may also arise, as requested by the General Secretary, for the adequate functioning and development of the General Secretariat office or consortium.

B. MAIN REQUIREMENTS

- University degree or equivalent experience.
- Professional Background:** A scientific background, preferably in biodiversity related fields. Thorough knowledge of EU institutions and decision making processes, and communication experience in the international domain would be highly valued.
- The ideal candidate will have the following specific competencies:**
 - Good knowledge of the EU structure and funding programmes (Horizon 2020 in particular),
 - Experience in proposal writing and project management,
 - Computer skills including proficient user of Microsoft package and Adobe Acrobat, and able to use Photoshop or similar graphics editors (ICT support, web maintenance (Drupal), database management experience a plus),
 - Able to work well in an international environment,
 - Well-organised with an eye for detail,
 - Self-sufficient. Strategic and objective oriented.
 - Excellent writing skills,
 - Collaborative in nature and works well as part of a team.
- Professional experience** of min. 3 years
- Languages:** English is CETAF's working language. Good knowledge of French, written and spoken. Dutch valuable. Other European languages an asset.
- Availability to travel

C. GENERAL CONDITIONS

- Start date: **February 2015**
- Full time** (38 hrs/week)
- 1 year contract** renewable (3 months trial period)
- Workplace: **CETAF General Secretariat**
c/o Royal Belgian Institute for Natural Sciences
Rue Vautier, 29
B-1000 Brussels, Belgium

If interested, please send your CV and motivation letter to Ana Casino (ana.casino@cetaf.org), with subject line "International Affairs and Networking" and name, by the **31st December 2014**. Interviews will be held in January-February 2015. Only shortlisted candidates will be contacted.

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