

BONUS Baltic Organisations' Network for Funding Science EEIG is seeking for

Executive Director and Financial Manager/Legal expert

BONUS Baltic Organisations' Network for Funding Science EEIG is a newly established independent organisation with a legal form of European Economic Interest Grouping. It is formed by research funding organisations from the Baltic Sea countries. Its secretariat will consist of 4-6 employees and is located in Helsinki. Its objective is the implementation of a joint Baltic Sea research programme funded by the national funding organisations and the European Commission. The first call of the programme with ca. 25 M€ funding will be open in the fall 2007.

The Executive Director (ED) and Financial Manager/Legal expert (FM/LE) are responsible for the management of the EEIG. The term of the appointments is three years.

Executive Director is the head of the EEIG and he/she should be a person with scientific background. The main responsibility of the ED is to provide support for the work of the EEIG Steering Committee. The ED is responsible for the negotiations and reporting of contracts with the European Commission and national funding agencies, ministries and other relevant bodies. The ED is responsible for the overall coordination and monitoring of the programme activities, including:

- Preparation of the calls for proposals;
- Organising the independent evaluation of projects;
- Organising the scientific coordination of the programme;
- Monitoring and following up the projects;
- Ensuring the expected outcome of the programme;
- Overall reporting of the EEIG activities;
- Organising and implementing the programme outreach and dissemination; and
- Creating collaboration with other European marine and regional seas initiatives.

The ED should have a PhD degree and at least five years post doctoral professional experience in fields relevant to the Baltic Sea environmental issues. Qualified candidates should be experienced in issues related to Research and Technological Development including management of research funding and research programmes as well as issues related to national and European research policy. The person should also be familiar with and qualified to communicate with relevant stakeholders and end-users of the programme outcomes and with Baltic Sea and international marine research organisations and networks. The ED should have professional experience in leading an administrative unit and/or coordinating a multinational project.

Financial Manager/Legal Expert is responsible for managing of the financial plan and the overall budget of the EEIG. In addition to the financial administration, the FM/LE's duty is also administration of the EEIG Secretariat work. He/she also gives juridical guidance in the implementation of EEIG activities. The tasks of the FM/LE include among others:

- Planning, implementing and monitoring of the financial plan and the overall budget;
- Preparing financial and judicial matters related to the calls and programme implementation;
- Preparing contracts and other judicial material;
- Carrying out personnel management duties;
- Developing of fundraising activities; and
- Financial reporting of the EEIG activities.

The FM/LE should have a Master degree in an area of relevance, and professional experience in the fields of financial and personnel administration. Experience in (international) contract law and other relevant fields of law as well as in establishing a new legal entity is desirable.

Both the Executive Director and the Financial Manager/Legal Expert should meet the following qualifications:

- Professional experience at the international level and/or at the national level with links to international processes relevant to the EEIG activities;
- Experience in holding multifaceted portfolio of tasks and duties;
- Management and organisational skills;
- Excellent command of oral and written English with several years of practical experience; and
- Readiness for extensive travelling.

For more information about the positions, the qualifications, and the pre-employment requirements, go to www.bonusportal.org or contact Ritva Dammert tel. +358 9 77488237. Applications including wage requests to the ED position should be sent by 16:00 o'clock on September 24th, 2007 and to the FM/LE position by 16:00 o'clock on October 1st, 2007 to BONUS EEIG Secretariat, Vilhonvuorenkatu 6, 00501 Helsinki, Finland.