

iLEAPS invites applications for the position of Executive Officer (EO) at the international project office (IPO) hosted by the Nanjing University (NJU) in China since 2015.

The EO will be based at the IPO hosted by NJU and the Jiangsu Provincial Collaborative Innovation Center for Climate Change (CIC3) in Nanjing, China. NJU, one of the C9 League universities under the direct supervision of the Ministry of Education in China, is a comprehensive research university with a wide disciplinary range (<http://www.nju.edu.cn>). The EO will be assisted by at least one scientific officer and one project officer.

IPO will be responsible for:

- 1) assisting in planning and implementation of research, literature and people database management, training activities etc.
- 2) actively promoting communication within the iLEAPS scientific community across the globe
- 3) assembling information about appropriate training courses, summer schools etc and disseminating this information to the iLEAPS community
- 4) assisting the SSC in assembling and synthesizing information related to iLEAPS research

As the leading officer of the IPO, besides the above-listed responsibilities, the Executive Officer's additional tasks include:

- Managing the project and its national and international affairs on a day to day basis
- Leading and overseeing the project implementation in due consideration of the decisions of the Scientific Steering Committee (SSC) and the formal frame provided by the host institution/s
- Liaising with the parent programs (IGBP until 2015 and FUTURE EARTH later) and the host institution as well as with any other relevant national or international bodies or supporting partners, including funders on national and international level
- Establishing and overseeing iLEAPS stakeholder engagement activities to implement a co-design approach for future land-atmosphere-society research

- Providing guidance in establishing meaningful support structures, strategic partnerships and networks for the project as a whole, incl. assistance and advice in Regional Node affairs

The EO will be appointed by NJU for a 2-year period and the appointment can be extended after evaluation.

A successful candidate should hold a PhD in the field of geosciences, atmospheric sciences, or environmental science. He/she is expected to have genuine interest in science-driven management and networking, a strong scientific record, interest in interdisciplinary perspectives of iLEAPS-related research, strong organizational skills, proven communication skills and ability to work independently, yet in respectful collaboration with others. Experience in working at the interface between natural and social sciences or at the interface of science and policy or other end-users of science is an advantage. He/she is supposed to have excellent command of written and spoken English and be prepared to conduct worldwide travel.

The position should be filled as soon as possible, preferably by December 2014. Annual salary is commensurate with experience.

Letters of application should contain the applicant's CV including a list of publications and relevant experience, his/hers vision for the work (1 page), and contact details of 3 referees.

Any queries about this position should be addressed to Prof. Aijun Ding at Nanjing University (dingaj@nju.edu.cn).

Deadline for application: 31 October 2014.

Full information about the position at www.ileaps.org