

Function Description

Executive Director JPI Oceans

JPI Oceans: introducing the organisation

The Joint Programming Initiative on Healthy and Productive Seas and Oceans is more commonly known as 'JPI Oceans'.

With a vision of enabling 'blue growth' and jobs whilst fostering the health and productivity of the seas and oceans and addressing the pressures posed by climate change and other human impacts, the JPI Oceans was established in 2011 as an intergovernmental platform, open to all EU Member States and Associated Countries who invest in marine and maritime research.

The mission is to provide a strategic platform for a long-term collaboration, increasing the impact of our investments in marine and maritime research and innovation. In March 2018 the JPI Oceans was granted its own independent legal entity as an international non-profit making association under Belgian law (Association Internationale Sans But Lucratif or AISBL), and existing JPI Oceans member countries are now progressively becoming a full member of this new organisation. The organisation is also open to new members.

The Executive Director heads the Secretariat that supports the workings of JPI Oceans. The secretariat is located in Brussels, with seconded staff full/half-time from across member states. The working language is English.

Guided by a Strategic Research and Innovation Agenda (SRIA), JPI Oceans elaborates and organises actions among its members in ten strategic areas and several cross-cutting issues (see website). Strong engagement from members is necessary to make progress in all areas as members participate in different actions under a 'variable geometry' approach.

The main decisions of the organisation are taken by the Management Board (MB) meeting 2 times per year. Member countries are represented in the Management Board by national ministries, research funding agencies or governmental marine institutes. JPI Oceans fosters co-production of scientific knowledge and innovation and is actively promoting that the results of its initiatives are relevant in the context of current societal challenges. It thus aims to provide a unique forum for science-policy interactions within which marine and maritime research and innovation may be implemented at a national and European level.

The AISBL has been created as a mean to allow JPI Oceans to function fully with its own budget and staff and to be able to act as a contractual partner whenever required. The rules and legal responsibilities inside the organisation are defined in its Statutes and Operational Procedures. Key aspects of this internal functioning and the role of the Executive Director therein are specified below.

The role of the Executive Director

The JPI Oceans' Executive Director holds a key leadership position in the organisation. In the Secretariat, the Executive Director leads and supervises – and is assisted by – a team of 7 seconded persons (full and part time).

The Executive Director leads the day-to-day operations of the Secretariat and is responsible and accountable for the activities of the Secretariat. The function assists in the implementation of the entire range of the JPI Oceans activities. The Executive Director executes the employment policy of the organisation. The Executive Director can propose new initiatives to the Management Board that she/he considers necessary or timely. The Executive Director ensures the preparation of the necessary documents for Management Board and other internal meetings, and reports their outcomes. The Executive Director implements the JPI Oceans communications strategy both internally and externally.

In relation to the function of JPI Oceans in the European Research Area and to foster the general objectives of JPI Oceans, the Executive Director:

- implements the decisions of the Management Board,
- enables and facilitates strategic discussions,
- ensures that relevant information on the functioning and performance of JPI Oceans is available,
- keeps track of, and when necessary engages with, relevant policy developments,
- communicates with the relevant bodies, such as the GPC, other JPIs, the European Commission, research funding mechanisms, international organisations/initiatives,
- works actively to promote cooperation with organisations with a mandate relevant to marine and maritime research and innovation and policy development,
- represent and communicate on behalf of the organisation with internal and external stakeholders and international partners.
- liaises with stakeholders.

The Executive Director is responsible for the financial operation of the organisation, including the preparation of budgets, which is secured by funding from membership fees and other secure sources of income; implementing this budget.

The Executive Director should also vigorously explore appropriate opportunities to strengthen the resource base needed for the optimal functioning of the organisation, if considered in line with the strategic priorities of the Management Board.

The Executive Director manages the organisation; the main duties and responsibilities in relation to the workings of the AISBL are described in the [Statutes](#) (available on the website, section reference documents).

The role of the Executive Director in relation to the Secretariat is described in the [Operational Procedures](#) (available on the website, section reference documents).

Candidate profile

Together with the Management Board and its Chair/Vice Chairs, the Executive Director is the central driving force of the organisation. This requires ambitions, extensive experience, organizational and administrative skills and ability to involve and motivate colleagues. We seek an inspiring, knowledgeable, collaborative leader with the right experience and skills, able to help realize the ambitions of the Members, to achieve progress and contribute to the implementation of JPI Oceans' vision, strategy and plans. She/he is willing to contract full-time with JPI Oceans, being answerable to the Management Board, to lead the JPI Oceans secretariat and perform all the necessary functions entrusted to the Executive Director.

Qualifications and experience:

- Sound knowledge of the European Research Area, with at least 6 years of experience with the EU and international research policy landscape, with policy issues in the areas of marine and maritime research and technology

- development, underpinned by an established network of contacts with stakeholders and relevant knowledge;
- Ability to maintain, drive and extend the Association's relations with the Member States, partner countries, European Commission, European Parliament, and with other institutions and stakeholders;
 - A strong network with EU policy stakeholders, with a demonstrated ability to effectively and comfortably interact at senior corporate and political levels;
 - Experience from national public administration such a ministry and/or research funding or performing organisation.
 - Experience in undertaking research and organising research partnerships and operation of research policy instruments
 - Negotiation skills and evidence of results of negotiations conducted
 - Act as a convener, coordinator, and policy consensus-builder for the Association's members and partners;
 - First-class written and verbal communications skills in English and preferably also with proficiency in French. Other languages would be an asset;
 - University degree, academic level ideally at MSc level attained
 - Team-minded, flexible and with a consensual approach and strong organisational skills and able to manage small teams;
 - Proven and successful track record in a leading position, including people management
 - Experience in budget management and fundraising
 - Upholding the highest ethical standards at all times and with high integrity and loyalty.

Eligibility criteria for the Executive Director:

- The Executive Director is to be legally allowed to work and reside in Belgium and execute all powers of the Executive Director.

Working conditions

The JPI Oceans office has recently moved to Rue du Trône/Troonstraat 4, Brussels (Belgium). The post requires considerable travelling, mainly in Europe. Occasional work and travel on weekends or evenings might be required. The position will be a three years full-time-occupation with an option for a renewable term office once, and a probation period of 6 months in which the contract can be terminated without compensation by either party. The Executive Director may be either a contracted self-employed person, or alternatively employed by the JPI Oceans AISBL. The successful candidate will be required to make a declaration of commitment to act independently in the JPI Oceans AISBL interest and to make a declaration in relation to interests which might be considered prejudicial to his/her independence.

The position will be subject to a regular performance review by the Chair.

The successful candidate should be able to start preferably before 1 December 2018 subject to completion of recruitment procedure.

Relocation expenses incurred at appointment and end of contract will be reimbursable.

JPI Oceans is an equal opportunity employer working under Belgian law.

Application and Selection Procedure

Candidates who are selected for interview and testing will be informed as soon as possible.

It is intended that the first interviews will be held in Brussels in September 2018.

Travel and accommodation costs of candidates invited for interview will be reimbursed.

The Selection Committee is composed of the Chair and a group of representatives of the three Founding members of JPI Oceans AISBL, and two additional (prospective) members of the JPI Oceans AISBL. Meetings of the Committee and interviews of candidates will be held in Brussels.

The Selection Committee will be assisted by a professional executive search company Eric Salmon & Partners in the process of interviewing, assessing and selecting the successful candidate for the post. The selected candidate for the position will be presented to the Management Board for approval. The Management Board will offer the contract after its approval.

Further information on JPI Oceans is available at www.jpi-oceans.eu or contact jpioceans@rcn.no.

Please send a maximum two-page letter outlining your motivation and relevant experience for the position, together with your CV and vision for the position to mkumbaroska@ericssalmon.com at the latest on August 17th 2018.

////////////////////////////////////