

Brussels, 4th January 2021
Our reference: 2021/1843

Call for applications to the position of EuroGeoSurveys Secretary General, internal procedure

The current mandate of the Secretary General of EuroGeoSurveys (EGS) will expire on the 15th September 2021.

The incumbent is expected to start working at the Brussels office on the 16th August 2021 to have one month of overlap with the current Secretary General and then serve for a period of four years.

Applications must contain a motivation letter by the candidate and an extensive CV, objectively demonstrating that the candidate can meet the requirements and has the capacity to carry on the function listed in the annex at points (1) to (9).

The position of Secretary General is open to all candidates, i.e., not restricted to employees of EuroGeoSurveys full members. The selection committee has the task of identifying and approaching applicants outside the geological survey organizations.

Deadline for receiving applications is 14th February 2021.

Applications must be sent by electronic mail in one single file to EGS president Prof. Dr. Ralph Watzel, ralph.watzel@bgr.de

The call for application will be published on EGS social media platforms (Twitter, LinkedIn and Facebook), politico.eu, euractiv.com and EGS members are also encouraged to use their respective channels to announce the call.

The Selection Committee shall invite selected candidates for an on-line video-interview, which will be held from 17-19 February 2021.

The Selection Committee, having assessed all candidates, shall recommend to the EGS General Assembly a short-list comprising a maximum of three candidates with an order of preference and shall make transparent its selection criteria.

During the 50th EGS General Meeting on 24th March 2021, each shortlisted candidate will have the opportunity to make a presentation, the incoming Secretary General shall be elected in a secret ballot by a single non-transferable vote of each Full Member.

The Executive Committee shall prepare the employment contract of the Secretary General. The contract should be in line with what is described in Art. 15 of the Statutes. In the case where the elected candidate is employed by a member, a secondment can be arranged between the Member and EGS if desired. EuroGeoSurveys offers a very attractive and competitive salary for this position as a reflection of the necessary experience and competences required. Main responsibilities of the Secretary General are described at the end of this letter.

Yours sincerely,

Prof. Dr. Ralph Watzel
EGS President

Call for applications to the position of EuroGeoSurveys Secretary General

Job Description

EuroGeoSurveys (EGS) is a not-for-profit organisation representing 38 National Geological Surveys. EGS members, the National Geological Surveys, are public sector institutions carrying out operations and research in the field of geosciences, collecting data, preparing information and conducting research focused on their national subsurface. EGS provides the European Institutions with expert, neutral, balanced and practical pan-European advice and information as an aid to problem-solving, policy, regulatory and programme formulation mainly in areas of natural resources related to the subsurface of the Earth, (energy, including the renewable geothermal energy; minerals and water, soils, underground space and land), natural hazards of geological origin, environmental management, land-use planning and development of interoperable and harmonised geoscientific data at the European scale. More details at <https://www.eurogeosurveys.org/>

Responsibilities (Extract from Art 15 of the EGS Statutes):

The Secretary General shall be responsible for the day-to-day operational management and administration of EGS, under the supervision of the Executive Committee and in accordance with the Internal Rules. Amongst other tasks, the Secretary General shall be responsible for:

- Initiating and maintaining contacts with the European Commission and other third parties;
- Strengthening the contacts between the Members and EU Institutions;
- Channelling requests of the European Union to the member institutions and vice versa;
- Answering requests from the European Commission or third parties to the extent that they are covered by the normal budget;
- Managing the collective answer of EGS Members to such requests;
- Proposing and managing the normal budget of EGS and accompanying work programme;
- Managing EGS accounts;
- Serving as secretary to the General Meeting and the Executive Committee;
- Managing the Secretariat General of EGS.

Operations of the Secretary General (Extract from Article 16 of the EGS Internal Rules):

16.1 To fulfil his or her responsibilities as outlined in Art. 15 of the Statutes, the Secretary General shall:

- Be responsible for the day-to-day management of EGS, its Secretariat and budget;
- Submit to the Executive Committee in advance for formal approval an updated work programme, including attendances at meetings, conferences and workshops, together with estimated expenses;

- Submit to the Executive Committee a written operational and financial report of the activities of the EGS Secretariat at each Executive Committee meeting and upon demand from the President;
- Ensure that all appropriate insurances are in place;
- Ensure transparency of his or her activities by circulating information in a timely manner;
- In the interests of good corporate governance, ensure implementation of Travel Rules (Annex 3) and submission of Statement of Expenses (Annex 4) after each mission;
- Alert the Executive Committee to any situation where a personal conflict of interest may (or maybe perceived to) arise;
- Coordinate the publication of the EGS Annual Report.

Requirements

- University degree in natural sciences with experience in international and EU politics or university degree in political or economic sciences with experience in/ with institutions for natural sciences;
- Work experience in a scientific and/ or political institution in an international/ EU environment;
- Excellent knowledge in EU and international politics and research funding;
- Experience in cooperation with universities, non-university research institutions and companies;
- Experience in project management;
- Work experience in strategic corporate planning;
- A high level of conceptual, organisational and analytical skills;
- A high degree of independence and ability to work in a team;
- Excellent English language skills (business fluent, working language).

Ideally, the candidate also meets the following requirements:

- Experience in the acquisition of third-party funds,
- Knowledge in the earth sciences,
- National and international networking,
- Research stay abroad,
- Proof of own research activities, publication experience or doctorate,
- Experience in knowledge and technology transfer,
- Experience in science communication,
- Experience in personnel management.

EGS offer attractive salary and benefits; multicultural environment; and office in the centre of Brussels. We are an equal opportunity employer who strives to recruit the right candidates based on their skills and experience. All applicants will be considered for employment irrespective of age, gender identity, race, religion, sexual orientation, marital status or disability.

Attachments

1. Statutes of EuroGeoSurveys under Belgian law 2019.
2. EuroGeoSurveys Internal Rules.