

## Vacancy

### Administrative Officer for Paris Hub of the Future Earth Secretariat

The Future Earth Secretariat is seeking an Administrative Officer for its Global Hub in Paris

#### Location

Paris (France), Sorbonne University, Pierre and Marie Curie Campus

#### The Future Earth initiative

The challenges facing the planet and its people today are vast and complex. Coral reefs and rainforests are disappearing, global temperatures are rising and in societies around the globe, inequality is soaring. At Future Earth, we are convinced that the only way to accelerate transformations to a more sustainable and equitable planet is for the world to draw on its collective knowledge. We build on our global network of thousands of researchers to spark and guide scientific inquiry on the planet's land, air, and water – and the people and biodiversity that depend on them for their survival. We also recognize that the research community on its own cannot adequately address these challenges. That is why we also collaborate with innovators in policy, business and civil society to generate research that meets society's needs. We believe that only by working together can science and society shape and harness knowledge that is more than just the sum of its parts – knowledge that can empower people around the world to transform their communities and environment in sustainable and equitable ways.

#### The globally distributed Secretariat and its Hub in Paris

The architecture of the Secretariat is unusual in its global distribution. It encompasses five global hubs located in five different countries: the US (Colorado), Canada (Montreal), Japan (Tokyo), Sweden (Stockholm) and France (Paris), connected through a dynamic network that includes regional centres and partner organisations. While distributed on three continents, the Secretariat operates as a single entity under the direction of an Executive Team (composed of the Hub Directors and the Executive Director).

The French funding consortium for Future Earth is composed of the [Ministry of Higher Education and Research](#) (MESRI), the [French National Alliance for Research on Environment](#) (AllEnvi), the French [National Funding Agency](#) (ANR), and the [French National Center for Scientific Research](#) (CNRS).

The Paris Hub is administered by CNRS and hosted on the Campus of the University Pierre et Marie Curie. It is currently composed of a Global Hub Director, a Deputy Director, 3 Science Officers, and a Coordinator (to be recruited through the present call for applications).

#### Role and responsibilities of the coordinator of the Paris Hub

The Coordinator will work in a dynamic international environment. He or she will lead the coordination and administrative management of the Paris Hub under the direction of the Global Hub Director and in close collaboration with the other team members. He or she will also interact regularly with the teams at the other Hubs (Montreal, Tokyo, Stockholm, Colorado), and in particular their Coordinators.

The main activities will include:

- Managing the administration of the Paris Hub (HR, finance, contract agreement, etc) by interacting with the diverse administrative units at CNRS
- Coordinating with the other Global Hubs (Montreal, Tokyo, Stockholm, Colorado)

- Organising events in France and occasionally internationally
- Preparing activity and administration reports
- Editing and updating scientific documents
- Creating and updating webpages

### **Candidate qualifications**

- Proven competencies in budget, administration and logistics management (including as an intern or volunteer)
- Higher education degree (Bachelor or Master in Business or Public Administration, International Development or related field)
- Fluent in English and French
- Excellent organisation and communication skills
- Versatile, dynamic and capable of working independently
- Experience working in a complex project (including as an intern or volunteer)
- Interest in environmental issues. Experience working in an sustainable development focused organisation would be an advantage.

### **Conditions**

- Start as soon as possible
- The candidate must hold a valid work permit for France
- A 2 year fixed-term contract with the possibility of renewal
- Salary dependent on the qualifications and experience of the candidate

### **Application procedure :**

To apply, email [hannah.moersberger@futureearth.org](mailto:hannah.moersberger@futureearth.org) a copy of your CV and a letter of motivation in English with the subject "Coordinator". You can address any questions about the position to the same email address.