

## Scientific Strategy Officer



**Location:** Heidelberg, Germany  
**Staff Category:** Staff Member  
**Contract Duration:** 3 years  
**Grading:** 4, 5 or 6, depending on experience and qualifications  
**Closing Date:** 08 July 2012  
**Reference number:** HD\_00242

### Job Description

The European Molecular Biology Laboratory (EMBL) is one of the highest ranked scientific research organisations in the world. The Headquarters Laboratory is located in Heidelberg (Germany) and the outstations are in Grenoble (France), Hamburg (Germany), Hinxton (UK) and Monterotondo (Italy).

EMBL is seeking a Scientific Strategy Officer to support the EMBL Director General (DG) in a variety of strategic and operational activities. Responsibilities include:

- Project coordination to facilitate the implementation of performance management by updating existing or setting up new systems for the collection of annual statistics and performance indicators at EMBL
- Preparing scientific, strategy and policy documents for the DG
- Supporting the DG in producing the EMBL Programme and Indicative Scheme and promoting it in the EMBL member states
- Preparing presentations, speeches and briefings for the DG for a variety of audiences ranging from scientific stakeholders to political delegates
- Gathering information and preparing briefings about visiting delegations and meetings to be attended by the DG
- Representing the DG as necessary at meetings
- Writing reports and summaries of internal and external meetings where required
- Following developments at EMBL and networking with staff in all sectors to ensure information flow to and from the DG

The post holder will report jointly to the DG and the Director of International Relations and will cooperate with the International Relations team in member state relations, the drafting of policy papers and other tasks if required.

### Qualifications and Experience

A degree in life sciences and some relevant project management experience preferably in an international setting are required. The ideal candidate will have excellent writing and communication skills. (S)he will be capable of coordinating strategic projects and of communicating complex scientific, strategic and political concepts to different target audiences, ranging from scientists over policy-makers to the media. Experience in an international organisation and research-related project management or international relations is an asset.

As well as being self-motivated and able to work independently, candidates should have outstanding interpersonal skills and be able to work effectively as part of varying teams. Ability to work fast and to deadlines and to handle a number of tasks simultaneously is essential.

A very good knowledge of MS Office applications, in particular the presentation software packages Powerpoint and Keynote, email and internet applications is required. Applicants should have excellent written and oral English skills. Knowledge of the other official EMBL languages, French and German, is advantageous. International travel will be required.

**Application Instructions**

Please apply online through [www.embl.org/jobs](http://www.embl.org/jobs), sending your application in English

**Additional Information**

EMBL is an inclusive, equal opportunity employer offering attractive conditions and benefits appropriate to an international research organisation.

Please note that appointments on fixed term contracts can be renewed, depending on circumstances at the time of the review.