Announcement

Executive Director
of the ICSU World Data System (WDS)

The International Council for Science (ICSU, www.icsu.org), founded in 1931, is a non-governmental organization dedicated to the promotion of international science for the benefit of society. ICSU invites applications for the post of Executive Director of the new World Data System International Programme Office.

The ICSU World Data System (WDS) is a new programme which strives to build a world-wide ‘community of excellence’ for scientific data, with searchable common data directories and catalogues, while ensuring the long-term stewardship and provision of quality-assessed data and data services to the international science community.

The Executive Director will head an International Programme Office (IPO) for WDS at the National Institute of Information and Communications Technology (NICT) in Japan, with core funding provided by NICT. This location was selected following an international call for offers to host the Office.

The IPO will be expected to meet the management needs of the WDS programme and fully support the work of the international WDS Scientific Committee (WDS-SC) responsible for its overall scientific planning, coordination, guidance and oversight.

Under the guidance of the WDS-SC, the Executive Director of WDS will be expected to:

- facilitate the development, implementation and co-ordination of WDS projects and joint projects with partners;
- liaise with WDS members and associated members;
- ensure effective representation of WDS and links between WDS and other relevant international and national programmes and their sponsoring organisations, relevant entities of the United Nations system, as well as the international policy community and funding agencies;
- in collaboration with the WDS-SC, coordinate the preparation of proposals to secure supplemental funding of WDS operations and projects by governmental and private funding organizations worldwide;
- promote the establishment and/or recruitment of WDS members; and
- promote WDS internationally and assist in the acquisition of funding for the programme.

The Executive Director shall be a full-time employee of NICT and shall direct all activities of the IPO. The Executive Director will oversee staff members of IPO with oversight from the WDS-SC, he/she will facilitate the expeditious and orderly development and implementation of the programme, including the preparation and organisation of meetings of the WDS-SC. He/she will have responsibility for drawing up annual programme and budgets of the Office, and ensuring that they are implemented observing the regulations and rules of the host institution. The Executive Director will maintain effective cooperation on administrative and technical matters with the host institution and relevant local organizations. In close collaboration with the WDS-SC Chair, the Executive Director will handle the day-to-day interactions of the WDS-SC with ICSU, and help to prepare yearly reports to ICSU on the status and health of the WDS.

The host institution, NICT, is recognized for its commitment to scientific research and development in the field of information and communications technology (ICT) and remote
sensing technology. The institute also has a proven track record in scientific data, data services, data products and scientific information in international cooperation and long-term partnerships with international organizations of ICSU (World Data Centre for Ionosphere and a RWC of International Space Environment Service). The IPO will be established in the Integrated Science Data System Research Laboratory located within NICT Headquarters in Koganei, Tokyo.

The Executive Director will hold a PhD in a natural, data, or engineering science discipline related to scientific data and information management, with several years of direct experience of international research collaboration in an interdisciplinary setting. International science management and diplomatic skills will be essential selection criteria. He/she will have an excellent command of written and spoken English, a working knowledge of Japanese would be a plus. Because of the need for effective worldwide communications and information exchange, substantial experience in the use of information and communication technologies and web-based collaborative tools is crucial.

Applications should include: (i) a Curriculum Vitae; (ii) a letter outlining the skills and experience relevant to WDS and its IPO; and (iii) the names and addresses of three individuals who have indicated their readiness to provide a reference.

The address to which applications should be sent is:

Ms. Maureen Brennan
International Council for Science (ICSU)
5, rue Auguste Vacquerie
75116 Paris
France
e-mail: maureen@icsu.org

The closing date for applications is 15 October 2011.

The annual salary of the Executive Director of WDS will be negotiable in the range between 9,000,000 and 11,000,000 Japanese yen (JPY) and will take due account of the experience and qualifications of the candidate. The salary is before tax and includes social insurance, a partial support of residence, family allowance, commutation allowance, and others. The JPY rate during the past two years varied between 110 and 135 JPY/EUR. Working conditions include 5 days/week, 7 hr 45 min/day, 15 national holidays each year, and 16 days of holidays (including summer holidays) for the first full fiscal year beginning April. Labour regulation for the Executive Director will be done by NICT according to Japanese law.

The position is for an initial two year term and is renewable up to the end of 2015 fiscal year (end of March 2016) subject to reviewing by NICT and ICSU. A contract of NICT employment will be renewed every fiscal year. It is expected that the successful candidate would take up his/her appointment, located in Koganei, Tokyo, on 15 January 2012.

For more information on the WDS see:
http://www.icsu-wds.org/organization/intro-to-wds