



international social science council



## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Programme:</b>	Transformations to Sustainability: A Social Science Research Funding and Coordination Programme on Global Change and Sustainability (Transformations Programme)
<b>Job title:</b>	Programme Coordinator
<b>Reports to:</b>	ISSC Executive Director and Senior Executive Manager
<b>Location:</b>	Paris
<b>Duration:</b>	Fixed Term (18 months, with possibility to extend)
<b>Start date:</b>	Immediate

The International Social Science Council (ISSC) is a membership-based international scientific organisation. The ISSC represents the social, behavioural, and economic sciences at a global level, and aims to bring the best social science to bear on the biggest social challenges of our times.

The Transformations to Sustainability Programme is a new international research funding and coordination programme on global change and sustainability. Its overall objective is to increase the social science contributions necessary to craft more effective, equitable and sustainable responses to the problems of global change.

The ISSC is seeking a motivated and capable **Programme Coordinator** to work as part of the Programme Management Team for the Transformations Programme and to be responsible for the overall setup, coordination and implementation of the Programme.

### Main Duties and Responsibilities

#### 1. Day to day programme coordination

- develop and monitor the programme work plan
- monitor the programme budget working closely with the ISSC Finance Officer
- ensure timely and high quality reporting (internal and external)
- maintain programme contracts, agreements and schedules support the development and use of monitoring and evaluation tools and systems
- provide support to ISSC Communications Officer including the production of materials for external use, programme announcements, etc.
- support the Executive Director in implementing the programme fundraising strategy
- maintain database of relevant contacts and information pertaining to the programme
- represent the programme at external meetings
- file all programme documentation, maintaining hard copy and electronic documents, including final copies of contracts, budgets and financial reports and donor and financial correspondence.

#### 2. Governance

- manage and support governance structures and meetings: preparation and reporting

- work closely with the programme Steering Committee such as on the selection process of calls for proposals

### 3. Management of Transformations Programme grant agreement(s)

- with the Swedish International Development and Cooperation Agency (Sida) as primary funder
- with other implementing partners (Agence Nationale de la Recherche (ANR) and the National Research Foundation (NRF))
- with additional funders as they come on board
- relationship management and development

### 4. Coordination of Transformations Programme research portfolio

- work closely with partners (lead Belmont Forum agencies) in coordinating the programme's research grant process, from draft and dissemination of call through selection and award process
- maintenance of relationships with project Principal Investigators (PIs)
- facilitate effective coordination of Transformative Knowledge Networks (TKNs -the research community supported by the programme)
- plan and manage TKN annual meetings
- maintain oversight of the monitoring and evaluation of TKN projects

### 5. Transformations Programme Stakeholder and Partner Engagement (UN Scientific and Technological Major Group partners, Future Earth, the Science and Technology Alliance for Global Sustainability, UNESCO)

- support the ISSC's active participation in key international structures and initiatives in the field of global change research for sustainability, including the Alliance, Future Earth and its role as organising partner for the Scientific and Technological Community Major Group in the UN system around the SDGs formulation process including
- relationship management and development
- work with Communications officer on implementing a programme communications strategy
- participation at meetings
- coordinating inputs
- tracking developments
- scoping and enlarging spread and participation

### 6. Other:

- Programme Coordinator will be available to assist the ISSC Secretariat team, especially at busy periods, in ensuring the key ISSC functions are carried out (e.g. in respect of governance meetings, or representing ISSC to actual or potential members, partners or external organisations, as well as in more general outreach)

## **Person Specification**

### Education/Qualifications:

- relevant degree or post-graduate qualification

### Competence/Experience:

- knowledge of research funding practices/processes

- contracts management for donor funded projects and programmes
- good grasp of financial management and compliance issues for donor funded projects
- experience in quality monitoring and evaluation
- ability to organise own work and to manage time and resources effectively
- excellent time management and organisational skills
- excellent project management skills
- ability to communicate fluently in English, both written and spoken. Second language desirable, French would be of a particular advantage
- excellent report writing skills
- experience in data management (experience using Microsoft Access a bonus)
- good communication and interpersonal skills
- strong IT skills (Word, Excel, Powerpoint, Access)

#### Other

- ability and willingness to travel on occasion
- positive team-worker, supportive and helpful towards colleagues
- flexible, adaptable, detail-oriented, ability to work independently

#### General information

Location: Paris, France. The post holder should have the right to live and work in France.

Salary range: €3,000 – 3,300 p.c.m. (net before personal income tax). The negotiated salary will be based on experience and qualifications.

Work schedule: office hours are 10am – 6pm. ISSC does not pay overtime – accomplishing project goals, particularly during busy periods, will require flexibility.

Project related travel, approximately 10% out of home base.

To apply please send an up-to-date CV and cover letter indicating your suitability for the role to [issc@worldsocialscience.org](mailto:issc@worldsocialscience.org) or by post to

#### Vivi Stavrou

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Applications must be received by **10 February 2014**.

Interviews will take place in the week commencing **17 February 2014**.

Please note that due to the very high volume of applications we receive, we greatly regret that we are unable to send personalised acknowledgements or give feedback on applications. Short-listed candidates will be notified by **12 February**. If you have not been notified by this date, you should assume that we do not wish to proceed further with your application.