**Vacancy: Executive Secretary of the International Arctic Science Committee**

The International Arctic Science Committee (IASC) seeks an Executive Secretary to direct the IASC Secretariat, to guide IASC activities and to manage IASC finances.

IASC is the leading non-governmental, international science organization of the North and its membership includes national science organizations from 23 countries involved in Arctic research. IASC is an associate member of the International Council for Science (ICSU), an accredited observer on the Arctic Council and works in association with several other international polar and global research programs and organizations, including the Scientific Committee on Antarctic Research (SCAR).

The Founding Articles commit IASC to pursuing a mission of encouraging and facilitating cooperation in all aspects of Arctic research, in all countries engaged in Arctic research and in all areas of the Arctic region. Overall, IASC promotes and supports leading-edge, multi-disciplinary research in order to foster a greater scientific understanding of the Arctic region and its role in the Earth system. For more information on IASC´s activities please see the IASC website: [www.iasc.info](http://www.iasc.info).

As of 1 January 2017, the IASC Secretariat will be hosted by the Icelandic Centre for Research (Rannis) at its offices in Akureyri, Iceland. Representing Iceland within IASC, Rannis is a governmental organization which supports research, innovation, education and culture in Iceland and coordinates and promotes Icelandic participation in international programs in these fields. The IASC Secretariat in Iceland will comprise the Executive Secretary, Executive Officer and Administrative Assistant. Additional IASC sub-Secretariats are currently located in Canada, Japan, Poland, Russia and South Korea.

The IASC Executive Secretary reports to the annual meetings of the IASC Council and on a day-to-day basis to the IASC Executive Committee, operating as the Board of Directors. Functions include guiding and overseeing IASC´s activities, representing the organization on international committees and at international meetings, facilitating the planning and organization of the Arctic Science Summit Week (ASSW) and other international conferences, directing IASC´s communications, managing IASC´s finances and heading the IASC Secretariat, including the sub-Secretariats.

Candidates should have a PhD degree (or equivalent work experience) in a scientific discipline relevant to Arctic research with an established track record as a scientist and/or as a manager of scientific activities, including the following qualifications:

* Extensive knowledge of international Arctic research;
* Broad experience in cooperative, international scientific programs or activities;
* Considerable insight into Arctic problems and policy issues;
* Relevant science management and administrative experience;
* Excellent communication skills, a high level of computer literacy and an excellent proficiency in English.

The Executive Secretary will be required to undertake significant overseas travel and must be able to do so.

Beginning as of 1 January 2017, the Executive Secretary will serve on a five-year contract. The Executive Secretary will be appointed, employed and paid by Rannis in accordance with Icelandic law and Rannis´s rules of procedure. Appointment will be based on the recommendation from the hiring committee composed of two members from IASC and one from Rannis. Salaries will be paid according to collective agreement between the Ministry of Finance and the respective union of Icelandic academics.

Letter of application detailing experience, including a full CV and providing the names and contact information of three referees, should be sent by e-mail to [info@iasc.info](mailto:info@iasc.info) before 15th June 2016.

Any further questions should be addressed to the current Executive Secretary, Dr. Volker Rachold at [volker.rachold@iasc.info](mailto:volker.rachold@iasc.info) or to Dr. Thorsteinn Gunnarsson at [thorsteinn.gunnarsson@rannis.is](mailto:thorsteinn.gunnarsson@rannis.is).