



The Secretariat of the
Global Biodiversity Information Facility (GBIF)
Seeks a Temporary Office Manager/Personal Assistant

The Global Biodiversity Information Facility (GBIF) has its Secretariat within the premises of the Zoological Museum at the University of Copenhagen.

GBIF is an open-ended, international organization based on a multilateral agreement between countries and international organizations with the purpose of making scientific biodiversity data available via the internet. Learn more about GBIF from our web site: www.gbif.org.

We are looking for a highly qualified temporary Office Manager/Personal Assistant who will perform support duties within the Secretariat, while our permanent Office Manager/Personal Assistant is on maternity leave.

The position will be available from **6 November 2007**, or as soon as possible after that date, until 5 September 2008.

Major duties:

The temporary Office Manager/Personal Assistant will assist the Director, the Deputy Directors and the Programme Officers, and will report to the Director and Deputy Director for Management of the Secretariat. Main duties will include acting as Personal Assistant to the Director and dealing with human resource matters such as contracts, residence and other permits for foreign and local staff, tax, insurances, leave etc, as well as organizing travel and participation at local and international meetings for staff and external participants. The temporary Office Manager/Personal Assistant will take the minutes at internal and external GBIF meetings.

It is expected that the successful candidate is able to work independently, keep the overview in a busy work environment and will feel comfortable working in an international, multi-cultural science environment.

Required qualifications:

The working language in the Secretariat is English. Applicants are required to have very good English capabilities both orally and in writing. Ample experience as an IT user (e-mail, Internet, Word, Excel, Power Point, file and electronic document handling) is essential. Experience in the organization and support of international events is an asset.

Salaries:

Are competitive and are exempted from Danish income tax. Salaries will be negotiated on an individual basis according to experience and qualifications within the general range for the position according to the GBIF Staff Rules.

Application procedure and deadline:

Applications for the position should be submitted in English by e-mail to OfficeManager_applications@gbif.org by **Friday 7 September 2007**. Please indicate in the application where you saw this advertisement. Questions concerning the position can be addressed to Susanne Sheldon at ssheldon@gbif.org or phone: 35321470.

Interviews for the position will take place in **the week from 17-21 September 2007**.

GBIF is a non-smoking working environment.