



## INTER-AMERICAN INSTITUTE FOR GLOBAL CHANGE RESEARCH

**The Inter-American Institute for Global Change Research (IAI) is recruiting an Assistant Director to manage its Science Programs.** The position will be filled as soon as possible for a 3 year renewable term, and is based at the IAI Directorate, located on the campus of the Instituto Nacional de Pesquisas Espaciais (INPE) in São José dos Campos, São Paulo, Brazil.

### **The Assistant Director: Science Programs**

manages the scientific programs of the IAI and acts, supported by the Program Manager, as principal liaison to the IAI's science projects;

in collaboration with the IAI Director and the Scientific Advisory Committee implements the institute's science plan, new initiatives and programs;

ensures that interdisciplinary cross cutting issues, human dimensions and policy implications are considered;

implements an effective merit review process that provides external review of all scientific projects;

provides technical supervision, and monitors research activities assuring that objectives are met effectively through cooperative efforts;

conducts and/or supervises the reviews of interim reports or research results, negotiates revisions and/or additional research requirements and performs on-site monitoring visits when necessary, and reviews final project reports and prepares the required reports for internal and donor use;

ensures that the IAI, in its science projects is fully accountable to member countries and donors;

assists in the identification and approach of possible donors to support activities related to the themes of the IAI scientific agenda, and prepares research program proposals to donor agencies in collaboration with the IAI Director and Assistant Director for Finance;

contributes to public relations efforts and to knowledge dissemination and utilization of research results participating in public and scientific fora;

assists in developing contacts with regional and international institutions and scientific and professional organizations and societies;

supervises the Program Manager and an assistant;  
supports the work of the Scientific Advisory Committee;  
in the absence of the IAI Director serves as Acting Director of the Institute

**Qualifications**

Ph.D. degree in the natural or social sciences.

proven experience and knowledge of the technical and scientific aspects of global environmental change issues of at least 5 years.

excellent verbal and written communication skills in English, proficiency in Spanish and/or Portuguese or French.

experience in project formulation, monitoring, evaluation and synthesis

experience in multidisciplinary/multinational research environments

willingness to travel extensively

**Appointment terms:**

The Assistant Director for science Programs will be appointed for a renewable three-year term. Salary range is USD 75 to 80,000, depending on qualifications, and is accompanied by an internationally competitive total compensation package. For non-Brazilian employees income is not taxable.

**Application instructions:**

Applications should be sent to [recruitment@dir.iai.int](mailto:recruitment@dir.iai.int), and should include a cover letter that addresses the required qualifications and motivations, a current curriculum vitae, and the names, addresses, phones and e-mails of three referees.