



Project and Communications Officer Position at the IGBP-PAGES Office in Bern, Switzerland (part-time)

PAGES (Past Global Changes; www.pages-igbp.org) is an international program that coordinates and promotes research on past changes of climate and the environment.

PAGES is seeking a Project and Communications Officer for its International Project Office in Bern, Switzerland to take over project organization and coordination, as well as some science communication and office management.

This is an administrative position. We are looking for a motivated individual with a background in project management and/or science communication, good communication and organizational skills, and a general appreciation for climatic and environmental science. Native speaker level of written and spoken English is required, German an advantage.

Main duties include:

- Planning and organization of PAGES meetings
- Preparation of meeting documents
- Organization and maintenance of PAGES hardcopy and digital project files
- Editing English text for PAGES publications and correspondence
- Acting as point of contact for PAGES members and updating the member database
- Developing and editing content for PAGES website
- Communicating PAGES science and news to the community and general public

Position starts 1 February 2010. Position is part-time at 60-80%. Salary level based on qualification and experience, following University of Bern guidelines. This would amount to a salary of approx. CHF 45,000 - CHF 55,000 per annum before tax.

Please email your application as an attached pdf file (cover letter and CV) by 14 December 2009 to Dr. Thorsten Kiefer; kiefer@pages.unibe.ch. Enquiries should be directed by email or phone to Thorsten Kiefer, PAGES Executive Director, or to Leah Witton, the current Project and Communications Officer.