

The Global Young Academy (GYA), the Berlin-Brandenburg Academy of Sciences and Humanities (BBAW) and the German National Academy of Sciences Leopoldina are looking for a

**Managing Director (full-time, EG 14)**

to lead the **Global Young Academy (GYA) Office** hosted at the BBAW in Berlin, Germany. The position is available from 1 September 2016 with a fixed-term contract and the possibility to be extended.

The Global Young Academy (GYA) was founded in 2010 with the vision to be the voice of young scientists around the world. The GYA empowers early-career researchers to lead international and interdisciplinary initiatives and projects, and to engage in intergenerational dialogue by developing and mobilizing talent from six continents. Its purpose is to promote reason and inclusiveness in global decision-making. Members are chosen for their demonstrated excellence in academic achievement and commitment to service. The GYA has 200 members selected for 5 years and a growing network of alumni from around the world and across the disciplines. The academy is currently hosted at the Berlin-Brandenburg Academy of Sciences and Humanities (BBAW) in cooperation with the German National Academy of Sciences Leopoldina. The GYA is receiving core-funding from the German Federal Ministry of Education and Research (BMBF) and is supported by the IAP: the Global Network of Science Academies. The GYA has also benefited from project funding from a variety of donors and partners. A brief report giving insight into the organization's major achievements may be downloaded at <http://bit.ly/1L7WbOy>.

Learn more at: <http://www.globalyoungacademy.net>

The Managing Director (MD) is in charge of the management, coordination, planning, organisation and representation of the GYA, the quality assurance of its activities and managing the office. She or he leads the affairs of the organization on a daily basis in close cooperation with the elected Co-Chairs and GYA Executive Committee (EC). The working language of the GYA as well as of all its publications is English; communication with the German hosts and donors is in German. The GYA offers a vibrant international and intercultural environment with committed early-career researchers across disciplines and continents, and high-level networks.

**Tasks include among others**

- Coordinates and supports the Co-Chairs and EC across different time zones to implement the direction and activities of the GYA, as set by its members and elected leadership.
- Advises the GYA Co-Chairs and the EC on the strategic development of the GYA and policy issues.
- Is responsible for quality assurance of the activities of the GYA together with the elected leadership.
- Is in charge of the professional, organizational and personal management of the GYA office in Germany, and supports the further development of the GYA.
- Decides on the allocation of duties and organizational matters of the GYA office.
- Draws up and monitors the budget, leads budget negotiations and supervises the growing and diversifying finances of the GYA, dealing with German and international donors and their respective rules and procedures.
- Is responsible for fundraising for both the core and project funding, and for diversifying the funds by approaching international donors for projects and activities of the GYA together with the elected leadership.
- Prepares the (bi-)monthly (online) meetings of the EC and other GYA bodies.
- Further strengthens the national and international networks, representation and public relations.
- Works with dedicated communications staff to showcase GYA members, activities, projects, etc. for maximum global advantage.
- Represents the GYA in business, social, political and public affairs locally and internationally upon delegation by the Co-Chairs.
- The Co-Chairs will frequently delegate the MD to represent the GYA, in Germany or elsewhere, on a variety of policy and other matters related to the Academy itself.

## Requirements

- Academic qualification, at least with a master's degree, ideally with a doctorate degree
- At least 5 years' relevant job experience, ideally in international science management
- Fluent command of English and German, comfortable with public speaking
- Proven experience with financial management and fundraising
- Teamwork abilities and leadership skills and experience
- Knowledge of the German public science funding, personnel management and reporting systems
- Intercultural competence and experience
- Readiness to travel internationally
- Availability from September 2016 at the latest

The payment will be based on E14 (Angleichungs-TV Land Berlin). The contract will be limited to a term congruent with the core-funding of the GYA (presently ending on 31 December 2016), and a maximum of initially 2 years with the possibility to be extended.

The GYA is an equal opportunities employer with commitment to a diverse workforce.

Applicants should submit a detailed cover letter, outlining their motivation as well as relevant professional experience, recommendation letters (or equivalent, such as an Arbeitszeugnis with translation into English) from at least the last 2 employers, a curriculum vitae and copies of degree certificates.

Applications should be submitted in English and sent via email to: [info@globalyoungacademy.net](mailto:info@globalyoungacademy.net)<sup>1</sup>

**The deadline for applications is 17 April 2016.** The recommendation letters should arrive at the latest by 21 April 2016. A first round of skype interviews will be held between 9 and 12 May, followed by in-person job interviews with selected candidates between 18 and 20 May 2016 in Berlin.

Please feel free to contact the current GYA MD for more information at [info@globalyoungacademy.net](mailto:info@globalyoungacademy.net), tel: +49-30-20370 631 or write to the GYA Co-Chairs.

This offer is subject to core funding of the GYA, which is secured until 31 December 2016 with negotiations for continued core-funding currently ongoing.

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<sup>1</sup> If you prefer sending your application not via email but via an encrypted way, please let us know and we will arrange for it.