

The International Institute of Sugar Beet Research (IIRB) is looking at the earliest possible date for a

Deputy Secretary General (f/m/d)

(part-time 50 - 60%, pay grade up to TVL- E13, depending in the candidate's prerequisites), working place Göttingen, Germany.

The International Institute of Sugar Beet Research IIRB is an international, non-governmental and non-profit organization. Its legal entity is in Brussel, Belgium. In the working office in Göttingen, Germany actually work the Secretary General and a part-time administrative employee. Its aim is to provide a platform for networking and knowledge transfer between scientists and specialists in sugar beet cultivation to advance sugar beet production. To achieve this and to promote the transfer of scientific knowledge into practice, the IIRB organizes scientific congresses and seminars for scientists, experts and persons involved in beet growing, with the aim to improve the efficiency and to minimize the environmental impact of beet production. The IIRB organizes group meetings enabling experts to exchange experimental results and new information of research stations and to establish international cooperations. The IIRB maintains contacts with other international agricultural organizations. The IIRB has about 350 members from 23 beet growing countries.

Your Tasks:

- Content and organizational planning and implementation of workshops and conferences
- The planning and organization of the yearly General Assembly
- Management of the meetings of the Board of Directors and Scientific Advisory Committee
- Supporting the working groups in the organization of meetings
- All administrative and content-related tasks concerning the IIRB
- Accounting and budgeting with support from the treasurer
- Membership administration and communication with members
- Public relations, including design and maintenance of the society's website
- Cooperation with partner organizations, research institutions, growers' associations, and industry

Your profile:

- You have successfully completed an university degree in biology, agricultural sciences or related disciplines
- Experience in accounting and management of a scientific society is helpful
- You think strategically and in complex contexts, and have an independent, efficient and structured way of working

- Your skills include initiative and organizational talent
- You are interested in science, conference and event management
- You have excellent oral and written language skills in German and English, French is desirable
- You are a strong communicator, enjoy knowledge transfer tasks, and can present complex information concisely both in writing and orally
- You enjoy working in an environment that requires a high degree of flexibility and the ability to cooperate

What we offer:

We offer you a part-time position (20-24 hours per week) with remuneration in accordance with the TV-L, pay grade up to TVL- EG13 (depending on your prerequisites) according to with requirements of the employee. The position is limited to two years. Flexible working hours and home-office is possible.

Have we aroused your interest? Then please send us your detailed application with your certificates and a letter of motivation summarized in a PDF file exclusively by email to mail@iirb.org

For further information on the position please contact: Jan Willem van Roessel (president of IIRB) Roessel@irs.nl +31 6 51401674