

**International Position Announcement**  
**Executive Director, Belmont Forum Secretariat,**  
**Montevideo, Uruguay**

<p><b>About the Belmont Forum</b></p>	<p>The Belmont Forum is a partnership of funding organizations, international science councils, and regional consortia committed to the advancement of transdisciplinary science and environmental change research. It aims to accelerate delivery of the international research most urgently needed to remove critical barriers to sustainability by aligning and mobilizing international resources. This is an extraordinary opportunity to lead the secretariat of a vibrant international organization that supports world class research addressing important issues across all areas of global environmental change and sustainability. The Belmont Forum Secretariat is hosted by the Inter-American Institute for Global Change Research located in Montevideo, Uruguay. To learn more about the Belmont Forum and its activities, please visit <a href="https://www.belmontforum.org/">https://www.belmontforum.org/</a>.</p>
<p><b>Candidate Profile</b></p>	<p>The Belmont Forum seeks an accomplished, inspiring, and strategic individual who is genuinely passionate about international cooperation on the ground and the opportunity to make a lasting impact on society. The Executive Director will lead the Secretariat to realize the vision, mission and goals of the Belmont Forum. This individual will display a genuine intellectual curiosity, an exceptional degree of interpersonal effectiveness, experience leading complex international organizations, and a commitment to support the diverse membership of Belmont Forum.</p>
<p><b>Desired Core and Managerial Competencies</b></p>	<ul style="list-style-type: none"> <li>• Capacity to identify strategic opportunities, issues, and risks and to clearly articulate links with on-going and future Belmont activities</li> <li>• Demonstrated ability and commitment to empowering others to successfully translate vision into results</li> <li>• Effective performance management with a proven record of strong human resource and line management skills.</li> <li>• Demonstrated capacity for sound judgement and decision-making</li> <li>• Effective planning and organization skills to ensure productive operations of activities and programs</li> <li>• Commitment to teamwork with a demonstrated ability to work collaboratively with diverse stakeholders and in a multinational and multicultural team or environment.</li> <li>• Natural relationship builder with a demonstrated ability to bring disparate groups to consensus.</li> <li>• Service oriented leadership with the commitment to serve as a steward upholding the values and integrity of the organization.</li> <li>• Skilled communicator with excellent formal and informal, written and oral, communication skills.</li> <li>• Proven ability to deliver effective activities that further the Belmont Forum’s mission and goals</li> <li>• Capacity to be a strategic thought partner with the Belmont Forum Members to improve programs or activities, solve problems and create new opportunities</li> <li>• Awareness and knowledge of technology, and its limitations, that can support the continued success of Belmont Forum activities and programs</li> </ul>

<p><b>Roles and Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Support the Belmont Forum Membership, Steering Committee and Co-Chairs in establishing strategic priorities for the Belmont Forum</li> <li>• Provide oversight and coordination of the Secretariat staff to ensure the effective and continued operations of the Belmont Forum and its activities including: <ul style="list-style-type: none"> <li>◦ Planning and implementation of the Annual Belmont Forum Plenary Meeting</li> <li>◦ Oversight of Belmont Forum finances in conjunction with Secretariat host organization (IAI)</li> <li>◦ Preparation of annual budgets and financial reports</li> <li>◦ Establish and maintain effective communication with Belmont Forum members, partners and research community about potential opportunities, emerging issues and progress of on-going activities.</li> <li>◦ Develop and implement activities that deliver effective transdisciplinary research and relevant societal impact on the strategic priorities determined by the Belmont Forum Members such as, scoping of potential collaborative research actions (CRAs), valorisation of CRAs, outreach to stakeholders (business, decision-makers, others) and transdisciplinary research community and transdisciplinary research skills development activities.</li> </ul> </li> <li>• Engage with other organizations and funding agencies, to develop the Forum membership over time, under the Co-chairs and Steering Committee guidance.</li> <li>• Represent Belmont Forum in a variety of international fora.</li> </ul>
<p><b>Desired Experience</b></p>	<ul style="list-style-type: none"> <li>• University degree (MS, PhD, or equivalent).</li> <li>• Experience in the field of global environmental change, sustainability research, and related policy issues.</li> <li>• Leadership experience at the executive level of an international organization, program, or project.</li> <li>• Fluency in written and spoken English is required; working knowledge of other languages is considered an advantage.</li> <li>• Willingness to travel internationally.</li> </ul>
<p><b>Logistics and Compensation</b></p>	<ul style="list-style-type: none"> <li>• This is a 3-year appointment with the possibility of a single renewal period of 3 years subject to satisfactory yearly performance assessments. After the maximum 6 years, the candidate may reapply for the position through an open, international search process.</li> <li>• The position will commence as soon as possible.</li> <li>• The Director will be based at the Inter-American Institute for Global Change Research (IAI) Directorate, on the campus of the Laboratorio Tecnológico del Uruguay (LATU) in Montevideo, Uruguay.</li> <li>• The director is expected to relocate to Montevideo, Uruguay once COVID-19 travel-related restrictions are lifted. The Belmont Forum will consider remote working arrangements until relocation can be safely accomplished.</li> <li>• Highly competitive annual gross salary commensurate with the skills and experience of the successful candidate. Salary will be accompanied by an internationally competitive total compensation package contingent upon residing in Uruguay. Salaries are not subject to income tax.</li> <li>• Benefits include certain diplomatic privileges and immunities, healthcare, dental, life insurance, housing allowance, relocation expenses, educational allowance for dependents and retirement package.</li> </ul>
<p><b>Reporting Structure</b></p>	<p>The Director reports directly to the Steering Committee led by the co-chairs and will be accountable to the Belmont Forum Members. The Director will have oversight of Secretariat staff and is responsible for operations.</p>
<p><b>Application Procedure</b></p>	<p>Applicants are requested to submit a curriculum vitae, together with a cover letter describing how their skills and experience satisfy the core competencies and fulfill the roles and responsibilities. Please also include the name and contact details of three referees. Applications (preferably in one combined PDF file), should be sent via email to <a href="mailto:EDSearch@belmontforum.org">EDSearch@belmontforum.org</a>. We are committed to providing equal opportunities in employment, we embrace all diversity, and encourage women, LGBTQ+, persons with disabilities, and all citizenships to apply.</p> <p>The closing date for applications is <b>February 15th, 2021 at 17:00 UTC</b>. Initial interviews will be held remotely by video conference in March, 2021. Further details on the Belmont Forum secretariat and its tasks are available on request (<a href="mailto:EDSearch@belmontforum.org">EDSearch@belmontforum.org</a>).</p>