



Research Assistant, GRID-Arendal

Position description

GRID-Arendal is seeking a Research Assistant to support and assist with development and implementation of the Polar and Marine Programme projects. The enthusiastic candidate will be working with a small, highly motivated international team. This position is under the supervision of the Polar Programme Manager.

The position is based at GRID-Arendal headquarters in Arendal, Norway.

Main activities

- Conducting background research (e.g., literature searches), summarizing and synthesizing information, and preparing clear and logically-presented text
- Developing and presenting creative concepts for graphical and web presentations
- Assisting with development and management of new projects, and approaches to fund raising
- Organizing and running meetings and preparing minutes and proceedings.
- Web site and database development, including data entry and updating of sites
- Editing and formatting reports, articles and letters and preparing reference lists
- Additional support to the Marine Programme

Required qualifications

- Academic background in environmental science or related field preferably relating to polar issues
- Minimum one year working experience
- Good general computer skills
- Excellent language proficiency in English both oral and written
- Must be capable of working both independently and in coordination with others.
- Ability to carry out multiple tasks, at times under pressing deadlines
- Methodical and able to pay attention to detail

Personal qualifications

- Interest in environmental issues
- Well-organized, efficient and thorough, flexible, and adaptable
- Creative and willing to take initiative
- Ability to work with/understand international cultures

Compensation:

GRID-Arendal's salary system is linked to the Norwegian Government salary system. It is based on education and experience. Salaries are subject to Norwegian tax regulations. Insurance and personal benefits are provided in addition to salary. International staff receives additional benefits.

Deadline for applications: 13 February 2009

Application should include a cover letter and curriculum vitae.

Please send your application by email to: Luana Karvel, Personnel Manager, Luana.Karvel@grida.no

Please include the reference number RA29X2 in the subject field of your email.

For more information about the position and application to: Personnel Manager Luana Karvel, Luana.Karvel@grida.no (tel. + 47917 35690).

The United Nations Environment Programme (UNEP), as the world's leading intergovernmental environmental organization, is the authoritative source of knowledge on the current state of, and trends shaping the global environment.
www.unep.org

GRID-Arendal is an international Centre of Excellence located in southern Norway whose activities specifically support UNEP's Programme of Work. Established in 1989 as a Norwegian foundation, GRID-Arendal's mission is to provide environmental information, communications and capacity building services for information management and assessment. Together with its partners, GRID-Arendal's core focus is to support decision-making processes aimed at securing a sustainable future.

Prospective candidates should note that this is not a UN post.

GRID-Arendal has a diverse team of more than 30 international professionals working in Arendal, Norway and Ottawa, Canada and Stockholm, Sweden. The UN House, GRID-Arendal's headquarters in downtown Arendal, demonstrates its commitment to environmental responsibility through design, material use and eco-efficient solutions for energy, lighting, and ventilation.
