



CIB NEWS ARTICLE

International Council for Research and Innovation
in Building and Construction

Providing a global network for international exchange and cooperation in research and innovation in building and construction, in support of an improved building process and of improved performance of the built environment.

December 2007

From the General Secretariat

CIB Will Appoint a New Assistant Secretary General

Per April/May 2008

This position offers a unique opportunity to join the world's premier organisation for research and innovation in building and construction with members in almost 100 countries.

The Tasks

The principal tasks for the new Assistant Secretary General relate to:

- servicing the CIB membership and the network of CIB's scientific commissions
- servicing the CIB Board and its Committees, including acting as their secretary together with the CIB Secretary General; this includes the production of preparatory meeting documents and meeting minutes and organizing assistance to the local meeting host
- external aspects, including the promotion and marketing of CIB, membership acquisition and liaising with CIB Partner Organisations
- editing, producing and writing articles for the CIB Newsletter and further development and maintenance of the CIB website
- programme coordination, which includes both monitoring, communication with key members and where appropriate intervening in the programmes of CIB's Commissions and various high level initiating and facilitating activities in the context of the CIB Pro-Active Approach that focuses on worldwide research and innovation concerning themes like "Sustainable Construction", "Clients and Users", "Revaluing Construction", "Integrated Design Solutions"

He or she will operate as assistant to and under the direct supervision of CIB's Secretary General.

The Candidate

Ideally the successful candidate should demonstrate a combination of the following skills:

- a sound knowledge and preferably first hand experience of research and innovation preferably gained in an international context
- fluency in communication in both oral and written English
- a service oriented attitude, together with the ability for pro-active and creative thinking, planning and working in general, both on the strategic level and in day to day work within the CIB global community
- extra ordinary skills for successful communication with the CIB membership that includes members from almost any nation and at different levels of communication capabilities
- the ability and attitude to operate effectively in a small team of dedicated colleagues in a working environment that includes a variety of sometimes unexpectedly changing immediate priorities.

He or she must be willing to undertake international travel in connection with the function.

It is envisaged that he or she will have successfully completed an academic study and will have some experience in a working environment, in which research and innovation in building and construction are among the prime objectives.

Remuneration

The remuneration will reflect the importance attached to the position and the starting level will be negotiable depending on the qualifications and experience of the successful candidate.



CIB offers its permanent employees attractive secondary benefits, which include eligibility to participate in its staff pension scheme.

Duration of Employment

In principle this concerns employment for a three-year period.

The CIB Assistant Secretary General will reside in The Netherlands.

Information on CIB

Detailed information on CIB can be found in the CIB home page at www.cibworld.nl

Applications

Candidates are invited to submit an initial application, which will be treated in full confidence, preferably by email to the CIB Secretary General at wim.bakens@cibworld.nl

It would be helpful if they were to qualify this by a very brief (100 – 150 words) statement of the background to their interest together with a brief professional C.V.

Submissions are requested to be available before February 2008.