From the General Secretariat

CIB Vacancy Redefined: Assistant Secretary General and Sustainable Building Conference Coordinator

Invitation to apply

In December 2007 CIB published an invitation to apply for the position of CIB ASG – Assistant Secretary General. This position now has been redefined and is to include:

- a responsibility for a pro-active coordination on behalf of the CIB Board and General Secretariat of all CIB activities in support of its Priority Theme "Sustainable Construction".
- the position of Conference Coordinator of the SB – Sustainable Building – 2010-2011 Conference Series, on behalf of CIB, iiSBE (the international initiative for Sustainable Built Environments) and UNEP (the UN Environment Programme).

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 and to actively contribute to global sustainable building and construction developments.

The General Tasks as CIB ASG

The principal tasks for the new CIB Assistant Secretary General include:

- servicing the CIB membership and the network of CIB’s scientific commissions
- servicing the CIB Board and its Committees, together with the CIB Secretary General and Financial Manager; 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 Priority Themes that focuses on worldwide research and innovation concerning themes that in addition to “Sustainable Construction” include “Clients and Users”, “Revaluing Construction” and “Integrated Design Solutions”
- providing support and guidance to the CIB Student Chapters.

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

The Special Tasks as SB Conference Coordinator

It is envisaged that in 2010 six or more regional SB conferences will take place under the auspices of CIB, iiSBE and UNEP, while in 2011 a worldwide SB conference will take place to close of this SB 2010-2011 triennial conference series.

The CIB ASG is his/her capacity of appointed SB Conference Coordinator will give active leadership to these conferences on behalf of the three mentioned organisations.

The recently published RfP – Request for Proposals - for those conferences, can be downloaded here and provides insight in the to be expected activities as to be carried out by the SB Conference Coordinator.

Tasks for the SB Conference Coordinator include:

- participation in preparatory meetings for the respective conferences and in the conferences itself
regular communication with representatives of CIB, iiSBE and UNEP to aim to coordinate the SB conferences with other SB related activities of these organisations
- communication with other organisations that want to be involved in the SB Conference Series
- strengthening and aligning the conference objectives for the single conferences and the Conference series as a whole in support of worldwide Sustainable Building and Construction developments to the maximal extend possible.

The Candidate

Ideally the successful candidate for the CIB ASG position 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 in the day-to-day work.

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.

It is considered a substantial advantage if a candidate has been actively involved in CIB Activities before.

And especially related to the envisaged role as Coordinator of the various Sustainable Construction related activities within CIB and as SB Conference Coordinator on behalf of CIB, iiSBE and UNEP, it is expected that he or she will have a demonstrable interest in and knowledge of all aspects of Sustainable Building, both as concerns research and development and as concern actual application in building and construction practices.

Remuneration

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

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

Employment

In principle this is a temporary position and concerns employment during 2008 - 2011. This is intended to cover the period starting with the SB2008 Conference in September 2008 in Melbourne, Australia and ending with the SB2011 Conference that will be the end of the SB2010-2011 conferences series.

The combined positions of CIB ASG and SB Conference Coordinator constitute a full time employment.

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 August 2008.