

<i>ORFEUS Board of Directors:</i>		<i>ORFEUS Executive Committee</i>
Dr. W. Lenhardt (Austria, ZAMG), President	Dr. B. Dost (Netherlands, KNMI)	Dr. A. Michelini, (President; Italy, INGV)
Dr. M. van Camp (Belgium, ORB)	Dr. L. Ottemöller (Norway, NAVF)	Dr. J. Clinton (Switzerland, ETHZ)
Dr. P. Voss (Denmark, KMS)	Dr. C. Ionescu (Romania, NIEP)	Prof. Dr. T. Meier (Germany, CAU)
Dr. W. Hanka (Germany, GFZ)	Prof. S. Wiemer (Switzerland, ETHZ)	Dr. S. Custodio (Portugal, Uni. Lisbon)
Prof. A. Kiratzi (Greece, OASP)	Dr. R. Bödvarsson (Sweden, SNSN)	Dr. N. Melis (Greece, NOA)
Dr. A. Maggi (France, INSU)	Prof. Dr. H. Özener (Turkey, KOERI)	Prof. Dr. F. Tilman (Germany, GFZ)
Dr. S. Mazza (Italy, INGV)	Dr. B. Baptie (UK, BGS/NERC)	Dr. H. Pedersen (France, RESIF)
Dr. A. Korja (Finland, Uni. Helsinki)		
<i>ORFEUS Secretariat (interim):</i>	L. Luzi, A. Strollo, R. Sleeman	<a href="mailto:orfeus_secretary@knmi.nl">orfeus_secretary@knmi.nl</a>
<i>ORFEUS Data Center:</i>	R. Sleeman, L. Trani	

March 15, 2017

## Call for ORFEUS Secretariat

The Observatories and Research Facilities for European Seismology (ORFEUS) Foundation is now accepting applications to host the ORFEUS Secretariat for a renewable 4-year term.

The host should provide at least:

1. Support for a Secretary General (target is 100% FTE), with a nominated candidate;
2. Support for administrative assistance (equivalent to at least 25% FTE);
3. Facilities (office space, desktops, administrative support capable of handling European project coordination).

The position of the ORFEUS Secretary General covers a key role in European Seismology. The host of the ORFEUS Secretariat will be recognised internationally and can leverage the position to attract national and international funding.

### Secretary General

Key responsibilities of the Secretary General of ORFEUS are to:

- Implement the decisions of the ORFEUS Board of Directors in collaboration with the ORFEUS Executive Committee;
- Propose and implement organisational strategy;
- Oversee the effective management of ORFEUS;
- Diplomatic consensus building in seismological communities - maintain and develop institutional level partnerships and to actively solicit new partners and alliances;
- Initiate and manage large infrastructure projects related to ORFEUS activities, particularly within programmes of the European Union;
- Constructively engage with EPOS, in particular with regard to governance;
- Coordinate with the global seismological and Earth sciences communities;
- Represent ORFEUS in the scientific community and the wider public;
- Organise ORFEUS plenary meetings and workshops;
- Attend the Executive Committee and Board of Director meetings.

A key task for the Secretary-General in the coming years will be to facilitate the integration of ORFEUS with other infrastructures within EPOS (<http://www.epos-eu.org>).

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The candidate for the Secretary General position should have the following skills and experience:

- PhD (or equivalent) in geophysics, engineering or related field;
- Experience in organisational leadership;
- Experience with earthquake and/or engineering seismology, including seismological data management, analysis and management of infrastructures for the distribution of seismological data;
- Professional fluency of spoken and written English and good public speaking skills.

### Administrative Assistance

Key responsibilities of the administrative assistant(s) are to:

- Give notice of meetings of the ORFEUS Board of Directors and Executive Committee and record actions taken at such meetings;
- Collaborate in the organisation of ORFEUS workshops;
- Provide administrative support to the activities of the Secretary General.

### Application procedure

Letter of Intent

Host institutions that expect to submit a bid should submit a Letter of Intent to the Chairman of the ORFEUS Board of Directors by May 15, 2017.

Application

Bidding host institutions should submit the following documents to the Chairman of the ORFEUS Board of Directors:

- A letter confirming the host institution's support for the ORFEUS Secretariat, with clear commitment to provide salary support, office space and other required facilities, for a minimum of 4 years.
- A document (4 pages maximum) stating commitment to open data and outlining a vision for ORFEUS, including its role in EPOS. This document should be written by the candidate to the Secretary General position and approved by the host institution.
- Detailed CV of the Secretary General candidate.
- Names and contact information of 2-3 scientists willing to provide references for the candidate for Secretary General.
- Applications should be sent to the Chairman of the ORFEUS Board of Directors (Wolfgang Lenhardt <wolfgang.lenhardt@zamg.ac.at>) by July 15, 2017.

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### Additional Guidelines

1. All matters regarding the bids of host institutes will be handled and approved by the Board of Directors.
2. If the candidate to the position assumes other roles within their organisation, care should be taken to avoid conflict of interests.
3. The host institute must identify the candidate to the position of Secretary General, as part of the bid. In exceptional cases, host institutes may submit their bids, without identifying a suitable candidate. In these cases, the Board of Directors must confirm the final selection.

The ORFEUS interim secretariat

[orfeus\\_secretary@knmi.nl](mailto:orfeus_secretary@knmi.nl)