

## Terms of Reference: Project Officer for In-Situ Earth Observations Coordination

The In-Situ Earth Observation Coordination Foundational Task brings together the international, regional and national entities to promote and coordinate in-situ observing systems with the aim of supporting the GEO mission, with a particular emphasis on GEO's engagement priorities that support global efforts on Sustainable Development Goals, the Paris Agreement on Climate Change, and the Sendai Agreement for Disaster Risk Reduction. The work of the Foundational Task is led by a Task Team comprised of representatives from those GEO Members and Participating Organizations that have agreed to contribute to this Task.

In consultation with the In-situ Earth Observation Coordination Task Team, the Project Officer for In-situ Earth Observations Coordination will:

- Develop and facilitate the implementation of a coherent and feasible programme of work, identifying responsible parties, appropriate actions and progress tracking mechanism to advance the implementation of the Task's objectives;
- Identify and engage relevant organizations, programmes, and associations involved in collecting, managing and coordinating in-situ Earth observations to maximise synergies among them;
- Work with other GEO Secretariat staff and the Leads of GEO Work Programme activities to identify important in-situ observation requirements and critical gaps in existing observational networks;
- Promote increased sharing and interoperability of in-situ data, including new data flows from private sector and the public;
- Organize meetings and workshops to bring together key participants from the in-situ Earth observations community; support meetings and teleconferences of the In-situ Earth Observation Resources Task Team; prepare and edit meeting reports, technical and scientific reports, and input to documents for wide publication; provide input to Secretariat plans, progress reports and documents for GEO governance bodies.

### Qualifications

- University Degree in Geography, Earth Sciences, Business Administration, Project Management or other field relevant to the duties of the position;
- At least ten years of combined national and international progressively responsible experience of managing international projects in the environmental domain;
- A graduate degree in a relevant field and/or additional qualifications in Geographic Information Systems (GIS) and project management would be advantageous.

### Skills

- Excellent written and verbal communication skills in English;
- Leadership in effectively engaging with expert groups in a wide range of fields relevant to in-situ Earth observations and facilitating collaboration;
- Project management – from designing action plans with milestones, to measuring progress, and managing risks;
- Team management to cogently assess inter-organizational and inter-personal dynamics and develop appropriate responses to build and maintain collaboration;
- Communication of complex topics to technical and non-technical audiences.