The following services are required by the GEO Secretariat:

**Expert Advisory Group (EAG) Coordinator**

Deadline for applications: 8 January 2022

Contract period 15 February to 15 November 2022 (11 months)

The GEO Secretariat is seeking services of an experienced consultant to coordinate the process that responds to a key finding and recommendation from the GEO Mid-Term Evaluation.

A key finding of the 2021 GEO Mid-Term Evaluation Report is that:

“GEO needs to reassess the concept of Global Earth Observation System of Systems (GEOSS), what the main goals are, and whether the original concept of GEOSS remains relevant to the organization without modifications. Specifically, GEO should evaluate and decide what it wants or needs to pursue in terms of data infrastructure, producing data products, and user services, how GEOSS can integrate and execute the Knowledge Hub, and whether GEO has the capacity to carry this out. GEO is presently pursuing a wide range of functions, which fall into three main areas of GEO’s focus including, serving as a convener, facilitator of access to open data, and user services. GEO should establish its focus going forward in terms of which of these roles should be prioritized given that it has limited resources and capacity. There is a balance needed between support for the upstream and downstream of the Earth observation value chain. Clearly defining where GEO can have the most profound impact will help ensure a lack of mission or scope creep, coordination with UN and other bodies, and clarity on what GEO can deliver to its users and stakeholders.”

The GEO Executive Committee decided to establish an Expert Advisory Group (EAG), to review: 1) how the concept of GEOSS can evolve to remain relevant to the GEO Mission and be adapted to GEO’s understanding of a refined value proposition; and 2) what role GEO should take to serve as a provider of infrastructure for EO resources. The EAG Coordinator will coordinate the work of the EAG.

**DUTIES AND RESPONSIBILITIES**

Under the supervision of the GEO Secretariat Director, the incumbent will carry out the following duties:

1. Provide overall coordination of the EAG process to ensure timely execution of the EAG mandate, identifying key interim events, milestones, and deliverables.
2. Facilitate the work of the EAG by identifying relevant documents and other source material, and preparing summaries to inform EAG deliberations.
3. Facilitate EAG meetings through the development of agendas, discussion flow and framing of concrete actionable outcomes.
4. Synthesize the deliberations and lead the drafting of the main deliverables, ensuring timely submission of those documents to GEO governing bodies for discussion and approval.
5. Prepare, as requested by the EAG, formal statements, meeting summaries, reports and other documents related to the work of the EAG.
6. Work closely with GEO Secretariat colleagues, particularly with the Communications team, to organize events related to the mandate of EAG, including to generate feedback from the GEO community on draft EAG recommendations. Prepare EAG-related inputs for major GEO events in 2022, such as the GEO Symposium and GEO Week 2022.

7. Other duties as may be required.

Requirements

- Experience in the use of Earth observations (both remotely-sensed and in situ) in support of decision making.
- Knowledge of open systems architecture, data integration, open data and open standards.
- Proven experience in facilitating group processes and forging consensus in international, multidisciplinary teams.
- Proven ability to analyze and synthesize information from a variety of sources, sometimes scientific and/or technical in nature.
- Proven ability to draft high quality reports and documentation.
- Maturity of judgment; sense of responsibility; ability to take initiative and produce original ideas; experience in managing complex projects involving external partners. Ability to work in a multicultural environment.

Additional Qualifications

- Advanced degree in environmental science, remote sensing, computer science, data management, geospatial intelligence/analysis, systems engineering or closely related field.
- Familiarity with GEO and the GEOSS infrastructure (GEOSS Platform and GEO Knowledge Hub).

Languages

Excellent knowledge of English.

Honorarium: CHF 132,000 paid in 11 monthly instalments

To apply: Please send up-to-date Curriculum Vitae to: secretariat@geosec.org quoting the reference Expert Advisory Group (EAG) Coordinator