

Position of Administrative Director of BBMRI-ERIC

VACANCY NOTE ADVERTISEMENT

Job title: Administrative Director of BBMRI-ERIC [Biobanking and BioMolecular Resources Research Infrastructure-ERIC]

The pan-European **Biobanking and Biomolecular Resources Research Infrastructure** [BBMRI] is a distributed bio-medical and life science infrastructure for sustainable storage and dissemination of biobanked samples and associated data in Europe, expected to be initially established as a legal entity by at least 5 and eventually 14 Founding Members (European Union Member States and Associated Countries) as a legal entity upon the Council Regulation (EC) N° 723/2009 of 25 June 2009 on the Community legal framework for a European Research Infrastructure Consortium [ERIC]), to improve the accessibility and interoperability of the existing comprehensive collections in Europe, either population-based or clinical-oriented, from different [sub]populations. More information on BBMRI at www.bbmri.eu

BBMRI-ERIC will establish its Central Executive Management Office in Graz, Austria, and is now seeking to recruit an

Administrative Director of BBMRI-ERIC.

The BBMRI Preparatory Body of the expected founding Members has identified as key responsibilities and accountability of the role:

- The Administrative Director will be responsible for all non-scientific issues related to BBMRI-ERIC in close interaction with the Director General and will report to him/her.
- These issues include relation and support to the Financial Committee of the BBMRI-ERIC as appropriate, managing the non-scientific operations of the Central Executive Management Office, human resources management, intellectual property issues, goods and services contracting, accounting, and financial reporting.

S[H]e should have a good knowledge of EU institutions (especially the European Commission and ESFRI), on the ERIC and on other relevant EU regulations, as well as of European and national funding mechanism and other relevant issues to biobanking management. As English is the common working language of BBMRI-ERIC applicants must be fluent in English. A fluency in German and knowledge on Austrian laws applicable to BBMRI-ERIC (in concern of employment, accounting, tax) is considered an advantage as Austria is the host country of BBMRI-ERIC.

To submit an application please send the required documents via e-mail to the following address: bbmri.AD.recruitment@bmwf.gv.at

- **Opening date** for the receipt of applications: **July 29th, 2013**
- **Closing date** for the receipt of applications: **September 6th, 2013, at 17:00 CET.**

The applications will be reviewed and shortlisted by a Search Committee appointed by the BBMRI Preparatory Body. On request, the shortlisted candidate(s) should be available for a face to face interview by the Search Committee in Vienna or Graz (tentatively not before the third week of September 2013).

Final approval on the appointment to the position will be made by the Assembly of Members of BBMRI-ERIC (or the BBMRI Preparatory Body if the Assembly of Members is not yet constituted) in November/December 2013 (after job contract negotiations).

It is expected the Administrative Director may take office in December 2013/January 2014.

BBMRI-ERIC is an inclusive, equal-opportunity and non-discrimination employer offering attractive conditions and benefits appropriate to an international research organisation.

Full job description of the position of the Administrative Director of BBMRI-ERIC and more information on the application at

<http://www.bbmri.eu> or http://www.bmwf.gv.at/startseite/mini_menu/service/ausschreibungen/