



### Duties and qualifications of Seconded Experts

- Manage Secretariat activities in one or more GEOSS societal benefit or cross-cutting area(s) and provide technical & scientific support to the implementation of the GEO Work Plan.
- Monitor, administer and foster Work Plan task implementation.
- Liaise with & ensure continuous commitment from international, regional and national entities involved in the Work Plan task implementation.
- Liaise with these entities as well as the scientific and user communities to ensure the development of GEO 3-year Work Plans and subsequent updates.
- Prepare cross-cutting activities and actively participate in developing coordination to reinforce synergies among national and/or regional Earth observation planning efforts.
- Engage with existing coordinating mechanisms, programmes and associations to determine how best to streamline and harmonize their efforts in the context of GEO.
- Represent the GEO Secretariat in one or more GEO Committees (Architecture and Data; User Interface; Science & Technology; Capacity Building). Assist in the organization and running of sessions of Committee meetings.
- Prepare documents and reports for GEO official meetings (Executive Committee and Plenary).
- Prepare and edit meeting reports, technical & scientific reports, periodic progress reports and input to documents and publications.
- Represent GEO at international conferences and meetings.
- Carry out other relevant duties as required.

### QUALIFICATIONS

#### *Education*

Advanced university degree (Masters or PhD) in a field relevant to the GEO societal benefit or cross-cutting areas.



***Experience***

A significant experience in Earth Observation systems and/or their applications in one or more Societal Benefit Area of GEOSS.

Experience in the management of research projects.

Experience in international relations and multilateral projects.

***Other requirements***

English is the working language of GEO. Hence, excellent spoken and written English is essential.

Rapid comprehension of oral/written information.

Strong communication.

Good writing and reporting skills.