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Call for Application for the position as Country Representative in Delhi, India

Deadline extended to: 30 Oct 2013

DLR Project Management Agency (PT-DLR) has been contracted by the European Commission with a service agreement to coordinate and manage the EURAXESS Links network following the tender "RTD/2012-EURAXESS-Links/B2 Skills "Support for the animation, information and communication services of the EURAXESS Links Network"". For more information about the EURAXESS Links Network, please refer to Annex 1.

Within the framework of the service agreement with the European Commission, networks of researchers in selected regions/countries will be established, expanded and maintained by Country Representatives (CRs) in Japan, India, China and Brazil, as well as by Regional Representatives (RRs) in the regional hubs North America (USA and Canada) and Southeast Asia.

The respective CR in Delhi shall support European researchers living in India and non-European researchers in India who are interested in an academic career in Europe with information and advice on issues related to EU research cooperation. For details please refer to ToRs in Annex 2.

The main tasks of the respective CR will be the delivery of newsletters and reports, the organisation of networking events and the participation in research related workshops and conferences to increase the visibility and the efficiency of the network. A close cooperation with the EU Delegation is required.

Professional language skills in English, a university degree at the MA/MSc-level of at least four years' duration and proof of at least three years of relevant professional experience in the field of project management of which at least one in EU affairs are prerequisite. Knowledge of Hindi is an asset.

PT-DLR offers the selected CR a Service Contract according to the German Law with duration of one year (Jan – Dec 2014) which can be extended until Dec 2015 depending on the CR's performance. Remuneration is negotiable depending on the qualification and work experience (210 work days per year).

The remuneration includes all applicable VAT and will be paid in monthly instalments upon submission and subsequent approval of the progress reports and of the deliverables described in Annex 2. The remuneration covers all expenditure incurred by the CR including all insurance policies with the exception of travel and event expenditure. The travel expenditure is estimated and financed separately and will cover local travels as well as one intercontinental travel to Europe per year.

The incumbent is required to be in the possession of a valid visa and work permit for India or in the position to acquire these legal documents by 1 January 2014 to carry out his/her work for the EURAXESS Links. The responsibilities for visa and work permit issues lie with the incumbent solely.

If you are interested in working for the PT-DLR as a CR in Delhi, India, please send us

- 1) a short motivation letter elaborating why you are interested in this activity
- 2) a CV (ideally in EURO Pass format:
<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>)
- 3) your salary expectation

For any further questions please do not hesitate to contact us:

Dr. Xiaomeng Shen (Ms.), 0049-228-3821-1419, xiaomeng.shen@dlr.de

Sincerely,

Dr. Xiaomeng Shen

Dr. Gerold Heinrichs

Annex 1:

About EURAXESS Links

EURAXESS Links is a networking tool for European researchers abroad. It provides information about research in Europe, European research policy, opportunities for research funding, for international collaboration and for trans-national mobility. Membership is free.

The objective of EURAXESS Links

The objective of EURAXESS Links is to maintain the link of Europe with European researchers, scientists and scholars abroad thus rendering them an important resource for European research and for stimulating scientific cooperation between Europe and the host countries where they work.

The network is running in North America (USA and Canada), Brazil, Japan, China, India and ASEAN. The members of the network are informed about European Union research policies and made aware of career opportunities in Europe as well as opportunities for collaboration with Europe. The multidisciplinary network involves researchers at all stages of their careers and allows them to become well connected amongst themselves and with Europe, ensuring that they are recognized as an important resource for the European Research Area, whether they remain abroad or choose to return.

Through the success of the network, EURAXESS Links is intended to contribute to the improvement of Europe's position in the global competition for talent, and the reinforcement of research collaboration.

How does EURAXESS Links work?

EURAXESS Links focuses on three types of activity: networking of researchers, information dissemination and helping expatriate researchers to collaborate with colleagues in Europe or to return to rewarding careers in Europe. Membership of EURAXESS Links is free.

Why EURAXESS Links?

A significant number of European researchers are working outside Europe, be it for short or extended amounts of time. This represents a potential asset for European Research that has been largely unrecognised until now. Regardless of the reasons that brought them overseas, and of whether or not they intend to return, Europe wants to build and maintain links with its expatriate researchers. For this reason the European Commission has initiated the EURAXESS Links project.

Quelle: http://ec.europa.eu/euraxess/links/about_en.htm

Annex 2

Terms of Reference for EURAXESS LINKS Network CR/RRScope of the project

The project aims to support the animation, promotion and expansion of the EURAXESS Links networks under the supervision of the European Commission Directorate-General for Research and Innovation. The nature of the service is:

- a) Editorial Support
- b) Project Management, Communication Support, Web Intelligence and input to the creative process
- c) Public relations and other related activities
- d) Organisation of events

The CR will work under the supervision of PT-DLR and in collaboration with the EU Delegation in the country.

Task description

(a) Editorial Support:

Writing and disseminating on the web periodic newsletters in English directed towards the members of the EURAXESS Links networks. A specific non-exhaustive list of tasks related to this activity includes:

- Producing 12 Country/Hub Monthly Newsletters per country/hub per year for the audience of the local country/hub network community, typically of 10 pages, each. Naturally, the length can vary from one month to another depending on the relevant external activities taking place.
 - Drafting the Country/Hub section of the Monthly Reports (12 per year), each one typically of 2-3 pages. Naturally, the length can vary from one month to another depending on the activities executed during the month (i.e. missions, events etcetera).
 - Journalistic research for information and background documents as well as illustrations (images and graphs) from projects and royalty-free image banks.
- Writing and editing of original content/articles based on the information and raw material gathered. Uploading, updating and promoting information on the different Member States and EU mobility schemes in the country/hub.
- Establishing interfaces with existing MS networks in the country/hub.
- Drafting texts on all aspects related to the European Union Research and Innovation policy and activities suited to the requirement of numerous target, audiences, such as the general public and its sub-audiences as well as the press and media but especially the professional users in research institutes and agencies, business, public administrations, universities, research centres, etc.
- The editorial support may require journalistic working methods like researching for human-touch perspectives, success stories, conducting interviews etc.
 - Cooperating with researchers abroad and editorial support to allow them to publish articles in the monthly newsletter or on the website.

(b) Project Management, Communication Support, Web Intelligence and input to the creative process:

Broaden, maintain and update the EURAXESS Links networks using the EURAXESS Links website as the promotional tool. The contractor may also be required to provide support for operating online interactive services and events, such as blogs, discussion forums, internet chats, online surveys, polls, virtual conferences, RSS/XML feeds, broadcasting, text-messaging. Other existing or new tool or service can be implemented in the future under Directorate-General for Research and Innovation request. A specific non-exhaustive list of tasks related to this activity includes:

The CR/RR will be responsible for:

- Updating the local website while ensuring the consistency of contents and links.
- Online moderation of the local forum.
- Promoting, expanding, managing and maintaining the members' e-community (posting of messages, re-editing, filtering harmful content).
- Managing and replying to emails arriving in the functional mail box.
- Working in cooperation with the web development team to ensure the ongoing development of the site.
- Ensuring that documents, procedures and processes are in place for the update of the local EURAXESS-Links website.

(c) Public Relations and other related activities:

Promoting the activities of EURAXESS Researchers in Motion in general and those of EURAXESS Links in particular among both European and third country researchers in the EURAXESS Links countries/hubs.

In this context, the Contractor will be responsible for promoting EURAXESS Researchers in Motion and EURAXESS Links website and activities. In particular, promotional activities would involve online promotion on the internet, promotion directed at regular users via electronic newsletters and occasional participation in conferences and symposia. Accordingly, participation/attendance, under Directorate-General for Research and Innovation request, to a maximum of 15 external events (conferences or symposia) per country/hub per year is envisaged. Attendance to up to two times per year to a two days' training session in Brussels may also be required.

A specific non-exhaustive list of tasks related to this activity includes:

- Supporting Directorate-General for Research and Innovation in the identification of events where EURAXESS Links must be directly represented.
- Supporting Directorate-General for Research and Innovation in promoting EURAXESS Researchers in Motion and EURAXESS Links networks by attending relevant events (for a total of maximum 15 events per year per country/hub).
- The preparation and delivery of presentations at the identified events.
- Attending up to two times per year a two days' training session in Brussels.

(d) Organization of events:

Organization of various types of events for the network members and other relevant stakeholders. Indicatively, the following types of events are envisaged: i) events to inform and educate on European research policies, funding and collaboration opportunities; ii) thematic events addressing a topic of interest to the network members in a particular country/hub; iii) PR events to promote the network and grow membership; iv) match-making events to promote scientific collaboration between European researchers and those from the host country/hub; v) career fairs. A specific non-exhaustive list of tasks related to this activity includes:

- Organizing up to 4 events per country/hub per year with an indicative attendance of 40 participants.
- Working closely with Directorate-General for Research and Innovation and the EU Delegation of the country/hub where an event would take place on the development and execution of the event programme including the choice of and follow-up with the speakers.
- Working closely with Directorate-General for Research and Innovation and the EU Delegation of the country/hub where an event would take place on identifying participants and managing the registration process for the events.
- Providing a venue in the city centre of a major city within the country/hub. A conference room with an audience of at least 40 people should be at the disposal of the participants for the overall duration of the event together with a technician and standard IT equipment.
- Providing a catering service for all participants composed of a welcome coffee, a sandwich lunch and a coffee break .
- Providing travel and accommodation costs for up to five speakers per event (if needed for these country/hub events). Speakers will be travelling within the country/hub (local flight).