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The Royal Belgian Institute for Space Aeronomy (BIRA-IASB) is a scientific institution of the Belgian Federal Space Pole located in Uccle (Brussels). Its principal mission is the development of scientific and technological expertise in the field of space aeronomy. The Space Weather group of the Space Physics Division is in charge of developing services related to near-Earth space environment phenomena (radiation belts, cosmic rays, magnetosphere, ...) and their effects on space and ground based technology, as well as associated human activities and health. ESA's Space Environment Information System (SPENVIS, [www.spervis.oma.be](http://www.spervis.oma.be)) is an example of such a service developed and delivered by the Space Weather group. The target user groups include aerospace engineers, satellite operators, airlines and the general public. As part of the Space Situational Awareness (SSA) Programme defined by the European Space Agency (ESA), the Space Weather group is responsible for the coordination of the Expert Service Center (ESC) for space radiation and the management and operation of the SSA Space Weather Coordination Centre (SSCC). More information is available at <http://www.aeronomie.be/en/services/spaceweather.htm> and <http://swe.ssa.esa.int>.

The Royal Belgian Institute for Space Aeronomy is looking for a

**Scientific administrator/operator**

to support its activities in Space Weather

Responsibilities:

The Space Weather group is currently looking for a motivated candidate to fill the position of Scientific administrator/operator.

The prospective colleague will support the group in performing administrative and logistic tasks like writing meeting reports, document management, budget preparation for project proposals, organizing meetings etc. Within the individual projects, she/he will also contribute to more specific tasks such as writing/implementing technical procedures, collecting/reviewing inputs from project partners, preparing/executing product acceptance test plans, writing user manuals and providing/updating content of web pages.

On a part time basis the person will also support the operation of the SSCC for which good communication skills and basic knowledge of space weather are required. Training material will be provided to acquire the necessary understanding of space weather as needed. As SSCC



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operator she/he will be mainly responsible for providing first line support to users of the SSA SWE Service Network and to monitor the various components of the Network.

Additionally the person is also expected to actively participate in project related meetings and teleconferences.

Required skills:

- basic knowledge of physics, knowledge of space weather is a plus;
- excellent communication skills in English (oral, written);
- good interpersonal skills and sense of initiative;
- dedication and enthusiasm to work independently and in a team;
- flexibility to adapt to changing priorities and needs;
- ability to work towards deadlines;
- availability to occasionally attend meetings and workshops abroad.

Offer and benefits:

- this position is a full-time job on a contractual base;
- when establishing seniority, every experience (public + private sector) relevant to the offered job is valorized;
- possibility of acquiring a bonus for bilingualism (Dutch/French) and/or competency premium (via certified training);
- opportunity to participate in courses (to be taken during working hours);
- refund of cost for public transport between home and work and some compensation for using bicycle;
- diverse social and cultural advantages: museum card, hospitalization insurance, discounts via Fed + card ...;
- canteen serving hot meals at reasonable prices;
- free childcare during the school holidays (July / August);
- flexible working hours in a 38-hour week;
- working in a green and pleasant environment;
- interesting holiday arrangements and various ways of tuning the balance between work and private life.



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After evaluation of the application letters selected candidates will be invited for an interview. Because of the international environment in which the projects are carried out, the interview will be conducted in English.

Candidates must have a degree in Science, Mathematics or Engineering (university level or higher education of the long type). Candidates with a PhD are not eligible for this position. For diplomas not obtained in Belgium, a NARIC certificate of equivalence needs to be provided. If the equivalence certificate has not yet been obtained, the inquiry of it should have started at the time of applying for this job.

More information on diploma equivalence can be found on the website: [www.enic-naric.net/index.aspx?c=Belgium](http://www.enic-naric.net/index.aspx?c=Belgium)

If successful, the candidate should be available to start as soon as possible. If you are interested in applying for this position, please send your CV and a motivation letter with the reference "D14\_RUIMTEWEER" at latest by 15 September 2017 via email to the HR department (hr-ae@aeronomie.be) with Dr. E. De Donder ([erwin.dedonder@aeronomie.be](mailto:erwin.dedonder@aeronomie.be)) and Dr. N. Crosby ([norma.crosby@aeronomie.be](mailto:norma.crosby@aeronomie.be)) with the HR department (hr-ae@aeronomie.be) in copy. For more specific information about this vacancy you can contact Dr. Erwin De Donder or Dr. Norma Crosby by email.