

EUMETNET Assistant Director

LOCATION:	Home-based with frequent travel within Europe
TYPE:	Position in the EUMETNET Secretariat
HOURS:	Full-time position
DURATION:	Expected start date is 1 January 2026, but not later than mid-February 2026, for an initial period of three years, with the option to extend
CLOSING DATE:	Applications should be received no later than 19 September 2025

BACKGROUND

EUMETNET SNC is a European Network of National Meteorological Services (NMSs) organised as a general partnership under Belgian law with its registered office at c/o Institut Royal Météorologique de Belgique, Avenue Circulaire 3, BE-1180 Brussels.

The mission of EUMETNET SNC is to support its members, currently 33 European NMSs, to enhance and share their individual and joint capabilities through well-established cooperation programmes, as well as to nurture enhanced networking to effectively address emerging challenges in a changing environment.

EUMETNET's cooperation programmes focus on filling the gaps in meteorological observations in data-sparse areas, exploring novel data sources, sharing observation data and making them available to users, enhancing members' capacity in weather and climate services, including effective early warning systems, defending common interests of members, and collectively representing them towards EU institutions and other third parties. Programmes are executed by members, the so-called coordinating members.

The main task of the Secretariat is to direct and coordinate EUMETNET activities, support the coordinating members in implementing cooperation programmes, and provide support on specific topics, such as European affairs, frequency management, federated data management, etc. In addition to the advertised post, the Secretariat comprises the Executive Director, Programmes and Projects Coordinator, Events and Communication Coordinator, Accounting Officer, and Administrative Coordinator.

The Secretariat is also responsible for managing some of the policy-support programmes, such as the European Affairs Programme (EUMETRep), the Radio-Frequency Protection Programme (EUMETFreq), the Aviation Support Programme (ASP), and the Data Availability and Policy Support Programme (EUMETDAPS).

The main objective of EUMETDAPS, which is also managed by the advertised post, is to assist EUMETNET members in aspects of data policy, data availability and relations with the private sector. As the majority of EUMETNET members are moving to an open data policy, the focus of EUMETDAPS will move towards supporting members in improving the reach of their data. The EUMETDAPS programme manager is also involved in several European-wide projects relating to data availability.

More information about EUMETNET SNC and its Secretariat can be found on www.eumetnet.eu

DUTIES AND RESPONSIBILITIES

As the second-ranking position in the EUMETNET Secretariat and the EUMETDAPS programme manager, the Assistant Director will focus on the following strategy and policy-related tasks:

- Support the development of the EUMETNET strategic guidelines, priorities, and policies, as well as the revision of EUMETNET working arrangements and financial rules when required, and monitor their execution.
- Support EUMETNET members in exploiting the benefits of the newly developed data-sharing infrastructure and their engagement in establishing a meteorological European Data Space Infrastructure.
- Liaise with external partners, including international meteorological organisations (e.g., WMO, EUMETSAT, and ECMWF) and the European Commission and its agencies (e.g., European Environment Agency), in cooperation with the EUMETRep programme manager.
- Coordinate EUMETNET's participation in European and other third-party projects and, in cooperation with the EUMETRep programme manager, explore external funding opportunities to support EUMETNET activities.
- Liaise with the private sector, particularly in the area of their (re)use of EUMETNET and NMS's data and products, as well as in the area of joint development opportunities.
- Monitor the relevant EU regulations, communicate their impacts and provide guidance on required compliance.
- Organise the activities of the EUMETNET working body responsible for data policy – Data Policy and Advisory Committee until spring 2026, and the newly formed body afterwards.
- Deputise the Executive Director in case of his absence or unavailability.
- Carry out other relevant duties as required and agreed with the Executive Director.

QUALIFICATIONS, SKILLS AND COMPETENCES

An excellent understanding of the core activities and related needs of the European NMSs, as well as their expectations from EUMETNET.

An insight into the strategic priorities of the European NMSs, as well as those of the WMO, EUMETSAT, and ECMWF.

An understanding of the data, products and services provided by the European NMSs, an overview of their main users, and an understanding of related data policy and licensing issues.

Experience in responding to European and/or other international project calls, preparing project proposals, and participating in and managing projects.

Experience with collaboration between public and private organisations.

Proven experience in management (more than 3 years) within a European National Meteorological (and Hydrological) Service or a similar institution.

Strong interpersonal and teamwork skills, with the ability to provide guidance, resolve complex situations, and take responsibility for authorised decision-making.

Ability to effectively work in a diverse working environment – working mainly from their home office with regular internal and external online meetings, occasionally from the EUMETNET premises in Brussels; frequently travelling across Europe; and managing intensive periods of work before each EUMETNET delegate body meeting.

Excellent knowledge of English, both written and oral communication, and experience communicating with people for whom English is not their first language.

Ability to efficiently use all common Microsoft 365 applications (e.g. Word, Excel, PowerPoint, Teams, and SharePoint) in a working environment.

FINANCIAL PACKAGE

The total annual cost of the advertised post should be between 130,000 and 160,000 EUR, subject to the selected candidate's profile. The annual cost shall cover full employment costs according to the national employment law under which the candidate will be employed (base gross salary, social security contributions, health insurance, pension contributions, taxes, employee benefits and bonuses, holiday and leave entitlements, pension contributions, administrative overheads/payroll costs, etc.).

The final package of salary and related indemnities will depend on the specific circumstances of the selected candidate.

APPLICATION PROCESS

Applications should include:

1. A motivation letter by the candidate indicating the reasons for applying to the advertised job and the Europass CV highlighting the required qualifications, skills, and competencies.
2. OPTIONAL: A cover letter from the EUMETNET member's official representative supporting the candidate. If the candidate is the member's employee, the cover letter should include information about the candidate's availability and conditions of engagement (e.g., secondment vs. alternative option).
3. OPTIONAL: In the case of a proposed secondment by one of the EUMETNET members, specification of the full employment costs of the nominated candidate for the advertised post.

Applications (and any questions for clarification) should be sent to the Executive Director, Dr Klemen Bergant, at info@eumetnet.eu

Candidates from the EUMETNET member countries are eligible to apply for the advertised position. In the event of two candidates with comparable qualifications, skills, and competencies, preference will be given to the candidate supported by the official representative (i.e., Assembly Delegate) of one of the EUMETNET members.