



ICRP is Seeking Applications for the Full-Time Position of Deputy Scientific Secretary

The International Commission on Radiological Protection (ICRP) is looking for candidates to fill the newly created position of **Deputy Scientific Secretary**. This is a full-time position working from the ICRP Scientific Secretariat office in Ottawa, Canada. The Scientific Secretariat currently consists of six full-time positions based in Ottawa: Scientific Secretary & CEO, Executive Administrator, two Assistant Scientific Secretaries (on secondment), Head of Stakeholder Engagement and Communications, and Brand and Digital Media Specialist, in addition to nine remote, volunteer, part-time positions in various roles.

The Deputy Scientific Secretary will work closely with the Scientific Secretary & CEO, sharing their duties and working towards being fully capable of taking on these duties temporarily as needed. The Scientific Secretary has overall responsibility for managing the day-to-day business of ICRP.

In this context, duties include, e.g., responsibility for planning and preparing the work and meetings of ICRP, representing ICRP and publicising its work, participating in the scientific work of ICRP, supervising staff, supporting ICRP members, managing interactions with other organisations, public communications, administering grants and contracts, financial administration and reporting, and record keeping. Frequent international travel is an essential part of the position, as much as 30% of the time.

Ideal candidates will have extensive experience in radiological protection (a relevant graduate degree and at least 5 years of professional experience, or equivalent), experience with ICRP and/or its work, experience in project and personnel management and financial administration, experience working internationally, the ability to work well with others and independently, and the ability to manage many simultaneous priorities.

Advanced proficiency in oral and written English is a requirement (English is the working language of ICRP), with competency in other languages an asset.

As the primary place of work is Ottawa, eligibility to work in Canada is a condition of employment.

The starting salary will be approximately CAD 100,000 per year plus CAD 20,000 per year to cover benefits not otherwise provided, depending on the qualifications and experience of the candidate selected, with opportunities for annual increases based on merit and changes in cost-of-living.

To apply, please send your cover letter, CV, and a letter of reference, ideally all in a single pdf file, to Lynn Lemaire at admin@icrp.org before 31 January 2023.

Two letters of recommendation will be required for short-listed candidates.

ICRP embraces equal opportunity and diversity. We are committed to building a team that represents the variety of backgrounds, perspectives, and skills needed to protect people and the environment world-wide. As an equal opportunity employer, all employment decisions are based on merit, competence, qualifications, and organisational needs.