Request for applicants for IAI Science, Technology and Policy (STeP) Fellows to be hosted by the IAI Directorate & Belmont Forum Secretariat

CONTEXT

The [Inter-American Institute for Global Change Research](#) (IAI), an intergovernmental organization with 19 Parties in the Americas, promotes transdisciplinary research and the enhancement of capacities to improve public awareness and provide information to governments for the development of public policy relevant to global environmental change (GEC), based on scientific excellence, international and intersectoral cooperation, and the open exchange of knowledge.

The IAI Directorate hosts the [Belmont Forum](#) (BF) Secretariat whose mandate is to facilitate international transdisciplinary research providing knowledge for understanding, mitigating, and adapting to global environmental change.

In 2019, the IAI launched the Science, Technology and Policy (STeP) Fellowship Program, an innovative and strategic international program placing scientists in public or private host institutions to inform and advise decision-making on global environmental change and sustainable development issues of national priority. Through the STeP program, the IAI provides professional development training and international networking opportunities for Latin America and the Caribbean (LAC) policy makers and scientists to value and incorporate science as part of the decision-making process and to become leaders and active agents of systemic change in their countries. In addition to the scope of work, the selected fellow will participate in the IAI STeP professional development training program in science diplomacy, communication and transdisciplinary leadership designed to foster the development of future science advisors and the uptake of science to public and private policy in the Americas. The science diplomacy training program brings together a unique Inter-American platform fellows through partnerships with the American Association for the Advancement of Science (AAAS) & Technology Policy Fellowships (STPF) and Mitacs Canadian Science Policy Fellowship programs. More information on the STeP Fellowship Program can be found here: http://www.iai.int/en/step

This is a joint call for STeP Fellows between the IAI Directorate and BF Secretariat. Detailed descriptions of the two available positions are listed below.

GENERAL SKILLS & ELIGIBILITY

- Collaborative team member
- Excellent oral and written communication skills
- Education and experience related to global environmental change (GEC)
- Interest/ability to work with groups of researchers from diverse disciplines related to GEC and policy practitioners
- Working proficiency in English is **required**. Fluency or working proficiency in another language of IAI members states is desirable (Spanish, Portuguese, French).
- Knowledge of, and interest in, the science-policy interface, processes and the uptake of scientific knowledge to support evidence-based decision-making in the Americas.

- Early career researcher (currently in final year of PhD candidacy or within 7 years of completing a PhD degree or equivalent such as DrPh, EdD, DVM, MD, JD). Early career individuals with graduate degrees (master's degree equivalent) and ~5 years of relevant professional experience will also be considered.
- Priority will be given to citizens and residents from IAI member states and considered on a case-by-case basis (https://www.iai.int/index.php/en/structure/focal-points#)
- Ability to work remotely with a flexible schedule to accommodate working hours in Uruguay (the main IAI and Belmont Forum office), and availability to travel internationally when necessary.

The IAI and the Belmont Forum are recruiting applicants to fill two (2) fellowship positions to support community development and transdisciplinary (TD) research on global environmental change (GEC). More information is provided below for each position.

INVITATION

The IAI Directorate invites eligible individuals to apply for the two (2) available full-time (40 hrs/week) fellowship positions.

Applicants must provide the following:

- A cover letter (up to 2 pages) indicating which fellowship position they are applying for and why the candidate is qualified to perform the tasks (description of professional experience, personal skills, and expertise to address the stated objectives). If the applicant would like to be considered for more than one of the open positions, please indicate the order of preference.

- The cover letter should include why the individual is interested in working in transdisciplinary science, and science-policy leadership and how they will utilize STeP's professional development program and networking to enhance their career path. Finally, they should include a description of how they will engage with, and enhance, the network of STeP fellows working at the science-policy interface in the Americas.

- Curriculum Vitae (CV) with 3 professional references

Special Notice

An impeccable record for integrity and professional ethical standards is essential.

IAI Directorate is a non-smoking environment.

The IAI Directorate places very high value on team work and it is expected that the Director, Science will work collaboratively with colleagues to achieve institutional goals. He/she is expected to solicit inputs by genuinely valuing others' ideas and expertise and is willing to learn from others. He/she places team agenda before personal agenda and supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position. Finally, it is expected that the incumbent will share credit for team accomplishments and accept joint responsibility for team shortcomings.

The IAI is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. It does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, or membership in an employee organization.

Individuals from underrepresented groups are encouraged to apply.

Please see the Gender, Equity, Diversity, and Inclusion Policy for IAI Scientific Projects and Capacity Building Activities:

https://www.iai.int/en/news/detail/The-IAI-makes-public-its-EDI-policy

This position is located in Montevideo, Uruguay. Fellows may work remotely or based in Montevideo.

FUNDING AND DURATION

The maximum annual value of the fellowship is USD $24,000, The intended start date is 3 April 2023 and the period of implementation of the contract is twelve (12) months, renewable for up to one (1) additional year.

DEADLINE FOR SUBMITTING APPLICATIONS

Applications must be delivered in English or Spanish by email to the address below by 3 March 2023:

Ms. Soledad Noya; email: opportunities@dir.iai.int

FELLOWSHIP POSITION 1:

Coordinating transdisciplinary (TD) research funding on global environmental change (GEC) in the Americas at the IAI Directorate

SCOPE OF WORK

Fellow work plan will focus on the effective alignment of the IAI's Science Program with current and future Belmont Forum Collaborative Research Actions (CRAs). The fellow will be supervised and supported by the IAI's Science Director and would sit as a member of the Belmont Forum Secretariat. The fellow would focus on the IAI's involvement in different stages of Belmont CRAs, spanning the entire grant cycle from the proposal/creation of novel funding calls that are of priority to IAI member states, scoping workshops to identify regional priorities with diverse stakeholders, coordination of global funding partners to draft new calls for funding, capacity building efforts to increase the participation of teams from the Latin America and Caribbean region, coordination of transdisciplinary grant review panels, and management of funded projects.

The fellow would support IAI's involvement in the following funding calls:

1. [Transdisciplinary Research for Pathways to Sustainability](#) CRA
2. [Integrated Approaches to Human Migration/Mobility in an Era of Rapid Change](#) CRA
3. [Climate, environment and health seed grants](#) and CRA
4. Amazonia and tropical forests CRA

In addition, the fellow would help to support the day-to-day activities of the IAI Science Director, including: engaging with, supporting and monitoring of projects at different points within their life-cycles; supporting/contributing to IAI science communication and social media activities; and supporting and assisting in the organization and delivery of IAI related Sustainability Research and Innovation ([SRI2023](#)) Congress contributions.

ACTIVITIES:

- Support the IAI's engagement in BF CRAs including:
  - Participation in BF member meetings, including reporting on IAI's activities
  - Facilitation/coordination of virtual meetings with diverse actors related to CRAs
  - Synthesizing in reports the outcomes of scoping workshops with diverse stakeholders to inform the CRA call text.
- Engagement and outreach with relevant stakeholders.
- Support relevant science communications efforts.
- Coordination of regional training workshops and seed grants on TD GEC research.
- Support the IAI's Science Director in reporting on engagement with the Belmont Forum at the IAI's annual meetings (e.g., Conference of the Parties, Executive Council).
- Support the IAI's participation in SRI2023, including communications products highlighting the outcomes of the congress.

SPECIFIC SKILLS REQUIRED (IN ADDITION TO GENERAL SKILLS)

- Background in transdisciplinary approaches to science, geography, social sciences, social-ecological systems science, or equivalent
- Experience facilitating group meetings (virtual and/or in-person) with individuals with diverse knowledge/perspectives, including researchers, policy practitioners, and civil society.
- Experience with developing and planning of science workshops or trainings (virtual and/or in-person)
- Experience with monitoring and evaluation of programs (desirable)
- Experience in outreach and science communication for broad audiences (desirable)

FELLOWSHIP POSITION 2:

Supporting Community Development and TD research in GEC - Belmont Forum

SCOPE OF WORK

The fellow will assist the Belmont Forum (BF) Secretariat in the delivery of its mandate, which is to facilitate International transdisciplinary research providing knowledge for understanding, mitigating and adapting to global environmental change.

Within this larger framework the fellow will (with the support and assistance of the BF Executive Director and Secretariat) support in the delivery of the annual Sustainability Research and Innovation (SRI) Congress. This will include leading on the organization, development, and delivery of the BF led SRI Ideas Market sessions, and coordinating the overall Belmont Forum business related sessions. The STeP fellow will also work closely with the Executive Director to support the delivery of the hybrid Belmont Forum Plenary which takes place at the SRI Congress. These activities will require the Fellow to coordinate between Belmont Forum sessions within the overall SRI Congress framework, manage the scheduling and communications within and between the BF Secretariat, the SRI Organizing Committee, and external BF stakeholders. In addition, the Fellow will be responsible for reporting on Belmont Forum engagement at the SRI Congress.

This fellow would also take on an active science communication role within the BF Secretariat, leading the drafting and delivery of the BF quarterly newsletter; developing, maintaining, & updating BF supporting documentation, including internal communication materials (e.g., standards of practice, check lists, guidance documents, templates); and supporting/contributing to the development and delivery of the BF communications strategy.

In addition to the responsibilities described above, the fellow will support the day-to-day activities of the Belmont Forum Secretariat, including: engaging with, supporting and monitoring Collaborative Research Actions (CRAs) at different point within their life-cycles; supporting the planning and delivery of Belmont Forum governance meetings; as well as other BF Secretariat related activities.

ACTIVITIES

- Leading on the development and implementation/delivery of the SRI Congress Ideas Market session
- Manage overall coordination of Belmont Forum business related contributions at the SRI Congress - including Belmont Forum Plenary, Scoping Events, Kick-off, Mid-Term and End-Term events, trainings or other BF Secretariat related contributions
- Synthesize information and writing/drafting reports on Belmont Forum related contributions/engagement within the SRI Congress to share with BF Members
- Support the Executive Director (ED) in the development and delivery of the Belmont Forum Plenary meeting at SRI
- Leading the drafting/delivery of the BF Quarterly newsletter
- Drafting/reviewing/updating BF delivery related documentation (SoP, templates, guidance documents, etc.)
- Support the development of partners/engagement strategy
- Support activities in outreach and science communications.
- Support facilitation/coordination of virtual meetings with BF Members and Partners - particularly in support of

- - BF Governance meetings (SC and Plenary/Members meetings)
  - CRA Scoping Activities
  - CRA Kick-off, Mid-term and End-term meetings.
- Assist in CRA coordination.

SPECIFIC SKILLS REQUIRED (IN ADDITION TO GENERAL SKILLS)

- Background in social or natural sciences, policy analysis, transdisciplinary approaches to science, or equivalent
- Excellent written, verbal and multimedia communication skills
- Experience in outreach and science communication for broad audiences
- Experience facilitating group meetings (virtual and/or in-person)
- Project management experience
- Experience with developing and planning of science workshops or trainings (virtual and/or in-person)
- Experience with monitoring and evaluation of programs (desirable)