Job Opening: Head of International Relations Division

The Israel Academy of Sciences and Humanities, the preeminent organization in Israel’s scientific community, is a statutory body whose purposes are to aggregate Israel’s most distinguished scholars and scientists, nurture and advance scientific activity, and advise the government on matters of scientific research and planning of national importance.

One of the Academy’s main goals is to maintain contact with parallel organizations abroad. The Academy has cooperation agreements with academies all over the world and with international scientific organizations. It develops international scientific relationships in order to advance science in Israel and raise the global profile of Israeli scholars and scientists. The International Relations Division is responsible for developing, shaping and maintaining the Academy’s foreign relations and formulating strategies to advance them.

Description of the Position of Head of the International Relations Division:

- Formulating policy regarding the Academy’s existing and future international relations and collaborations, in conjunction with the President of the Academy
- Conducting negotiations for the signing of new cooperation agreements with academies and organizations throughout the world
- Maintaining relationships with fellow academies and international scientific organizations of which the Academy is a member
- Organizing conferences and managing them at the logistical-administrative level
- Coordinating the division’s activities with government officials
- Maintaining relations with preeminent Israeli scientists and academics and recruiting them to participate in international events
- Maintaining relations with academic institutions in Israel in order to facilitate international cooperation agreements
- Maintaining relations with foreign embassies in Israel and Israeli embassies abroad

Position Requirements:

- Master’s degree an advantage
- At least five years’ employment experience
- Excellent organizational ability and ability to manage complex projects in Israel and abroad
- Organization-wide vision and ability to multi-task
- Ability to learn independently
- Excellent communications and teamwork skills and ability to collaborate with partners in Israel and abroad
- Excellent interpersonal relations
Languages:
- English at mother-tongue level; proven writing ability on a professional level
- High level of Hebrew
- Additional languages an advantage

Additional Information
The position is full-time (100%). Starting date: immediate. Directly subordinate to the Director of the Academy. Location: Jerusalem.

Please send CVs to Dganit Azar at dganit@academy.ac.il.