

Job Description: PRIO Institute Director

The responsibilities of the Institute Director fall into two main categories:

1. Research

The Institute Director is expected:

- to be an active and productive scholar on issues of peace and conflict that are relevant to the Institute's programme of research;
- to use research findings to inform policy through a variety of channels; and
- to uphold the scholarly standards and promote the professional development of Institute researchers.

2. Management

The Institute Director reports to the PRIO Board, and is supported by an Administrative Director and a Deputy Director. The Institute Director bears responsibility for the following key management areas:

- *Personnel*: overseeing staff recruitment, facilitating competence-building and a positive work environment, and representing PRIO as the employer in labour union relations.
- *Finance*: with support from the Administrative Director and administrative staff, ensuring the preparation and presentation to the Board of the annual budget, budget revisions and financial statements.
- *Fundraising*: establishing strategy for, and actively promoting, national and international fundraising, in cooperation with Institute staff.
- *Public relations and information*: actively communicating the Institute's profile and its research contributions, both nationally and internationally.

Integrating management and research concerns, the Institute Director is expected to exercise strategic leadership so that the Institute can develop and prosper as an organization. Key responsibilities include:

- overseeing the formulation and implementation of the Institute's strategies; this includes identifying when changes are necessary, and instigating and supporting processes of change.
- ensuring the breadth and diversity of the Institute by maintaining a vital and productive balance in a range of areas, including between different disciplinary and intellectual traditions, between basic and applied research, between junior and senior staff, and between genders and nationalities.
- following and engaging in research policy developments, both in Norway and abroad.

The Institute Director should be fluent in oral and written English. Knowledge of a Scandinavian language is an advantage.

The Institute Director is appointed for a four-year term, with the possibility for an extension of up to four years.