



IHE Delft is the largest international graduate water education facility in the world and is based in Delft, The Netherlands. The mission of IHE Delft is to work in partnership to strengthen capacity in the water sector, to achieve global sustainable development. IHE Delft has a permanent staff of 220 of which more than 140 are academics from all over the world, while about 250 guest lecturers from academia and industry contribute to our educational programmes. Each year 750 professionals (including about 200 new MSc students

per year) from all over the world attend various water-related courses at IHE Delft. The Institute has an international staff & student community with English as the working language.

The **Laboratory** is currently looking for a:

Manager of the Laboratory

1 FTE 38 hours per week

The IHE Delft **laboratory** supports the Institute's educational, research and capacity building activities, with a particular focus on education and research. The laboratory facilities activities in the field of: microbiology, analytical chemistry, biotechnology, faecal sludge and process technology. Educational support includes in-house laboratory courses in microbiology, chemistry, ecology, and process technology as well as practical demonstrations during fieldwork. Research support consists of guidance and analytical assistance for PhD and MSc students as well as externally financed consultancy projects. The facilities include modern teaching laboratories and a well-equipped research laboratory to support courses and research in a wide range of environmental and water-related fields. The IHE Delft laboratory has the ambition to strengthen its research and education capabilities with a special focus on the collaboration with the Global South.

The Manager of the laboratory combines technical, managerial and research skills, develops and implements strategies, and is ultimately responsible for the overall operation and quality of the output of the laboratory, including employment, coaching, motivating, reviewing performance of laboratory staff as well as quality assurance of all analyses carried out by the laboratory. The manager of the laboratory has all-round knowledge of water related issues and develops and implements safety procedures in the laboratory. The manager is the primary point of contact and needs good analytical, problem solving as well as managerial and decision-making skills, not only in relation to laboratory staff but also to the 40+ PhD and MSc research students that use the laboratory during their studies and acts as an interface between academic staff and research students. The manager is responsible for creating and managing the yearly budget of the laboratory – for education and research. The manager of the laboratory also advises in the process of establishing environmental laboratories in IHE's capacity building projects in the global south. The manager will actively look for opportunities for new investments and to pool resources with our existing and new partners.

Responsibilities

- Daily management of the laboratory, its staff (6) and students;
- Responsible for job profiles, delegating work amongst lab staff, motivating, setting targets, deadlines and establishing priorities;
- Responsible for Performance and Development Management (PDM) of laboratory staff: task setting and evaluation of performance of the lab staff;
- Responsible for the strategic development of the laboratory in close collaboration with our academic staff and other partners;
- Interaction with Heads of Department and Heads of Chair Groups concerning on-going and future research plans;
- Responsible for creating, planning and controlling investment, maintenance and consumables budgets for the laboratory;
- Reports directly to the Business Director regarding the management of the annual laboratory budget;

- Consultant for academic staff, lab staff and students for technological problems in relation to research activities;
- Ensuring that everyone working in the laboratory adheres to safety policy and procedures;
- Planning and management of all laboratory courses – in collaboration with laboratory staff;
- Explore, develop and implement (educational/research/training) services in cooperation with the Heads of Department and Chair Groups;
- Responsibility for all analytical procedures in the laboratory and the quality thereof;
- Keeping up with *new* technological developments in research and education and developing specific analytical procedures together with research analysts;
- Supervising and training of lab staff and training lab staff abroad in capacity building projects (if required);
- Selection of analytical and research equipment and methods for own lab and project labs abroad;
- Maintaining contact with international counterparts in education and research.

Requirements

- Minimum BSc /HLO degree in Analytical Chemistry or equivalent degree, and proven experience with analytical methods in chemistry, microbiology, ecology and hydrology;
- A minimum of 5 years of experience as the manager of a water/environmental laboratory;
- Excellent proficiency in English is a prerequisite for the position. Dutch is considered an important asset;
- Ability to function in a multi-cultural environment.

Terms of employment

A competitive salary (CAO Dutch Universities) is offered depending on qualifications and experience in accordance with the conditions of employment for Dutch Universities. The appointment implies entry into the Netherlands' Civil Service Pension Fund (ABP).

Information and application

Additional information can be obtained from Prof. Maria Kennedy (T: +31 (0) 15 215 1774 or E: m.kennedy@un-ihe.org)

Applications should be in English, and respond specifically to the requirements and can be sent until **30 April 2021 (Closing date)** including curriculum vitae, motivation letter and the names and contact details of two contactable referees (*as one PDF file with your family name as the filename*), to IHE Delft Institute for Water Education, attn. Human Resource Management (E: recruitment@un-ihe.org) **stating vacancy-number 21-WSSEE-04**