The Global Solutions Initiative Foundation (GSI) is currently looking for a Head of Program (d/f/m).

Form of Employment: Full time  
Starting Date: December 1st 2023  
Duration: Limited until 12/2025, with the possibility of extension  
Location: Berlin, Germany

The Head of Program will develop and coordinate the content related strands of work at the Global Solutions Initiative, working closely with the Research Director. We are looking for an experienced professional with expertise in stakeholder engagement and network-oriented work, working knowledge of effective engagement at the science-policy interface and experience in event and workshop management.

Key areas of responsibility include the strategic development of GSI’s expertise base, activating and maintaining the organization’s extensive networks across policy, academia and business and supporting the organization, coordination and management of the Global Solution Summit. The position is also responsible for maintaining and further developing various stakeholder engagement formats as well as working with the Research Director and Executive Team on project development.

Responsibilities:

- Together with the Research Director, develop, lead and represent GSI’s program-related work
- Line management of program and research staff
- Project development and fundraising, in line with GSI’s vision and mission
- Actively engage in shaping GSI’s visible outputs, such as the GSI Journal, as well as further development of strategic products to advance the organization’s mission and vision
- Support in activating, integrating and coordinating the GSI network, including the G/T20, and the GSI Fellows
- Work at the interface between our partner, research and implementer networks
- Overall responsibility for developing and implementing the Global Solutions Summit Program, in close collaboration with other teams and the executive team

Qualifications:

- Master level degree (or comparable qualification) in a field relevant to global problem-solving
- At least 5 years postgraduate professional experience
- Management and leadership experience, including in interdisciplinary and intercultural settings
- Experience in project development and fundraising
- Experience in working with policymakers or in ministerial/government contexts is an asset
• Work experience in international settings
• Strong attachment to the values and aspirations of the GSI
• Excellent project management, organization and communication skills
• Experience in conceptualizing and organizing high-level conferences and workshops
• Ability to work as part of a team and high level of personal initiative
• IT skills, i.e. Microsoft Outlook, Word, Excel and PowerPoint
• Fluency in written and spoken English and German

About the GSI
The Global Solutions Initiative Foundation (GSIF) is a global collaborative enterprise to propose policy responses to major global problems, addresses by the G20, the G7 and other global governance fora. Our activities include amongst others the Global Solutions Summit, the G20 Insights Platform, international workshops and conferences, and the Global Solutions Journal.

Applications should include a cover letter outlining relevant expertise for the role as well as availability, your CV and relevant degrees. Applications are to be sent as PDFs (preferably in one file) to careers@global-solutions-initiative.org.

For questions related to the position please contact the Research Director tabea.lissner@global-solutions-initiative.org or careers@global-solutions-initiative.org.