



## **New Position: RILEM IMPLEMENTATION MANAGER (TECHNICAL)**

RILEM is an international not-for-profit organization committed to stimulate new directions for research, scientific cooperation, and innovative application of construction materials worldwide. RILEM is driven by the voluntary contributions of international experts to achieve its mission. A network of over 1400 members from 67 countries underpins RILEM actions related to organising technical committee meetings, international conferences and publishing technical recommendations, state of the art reports and two peer-reviewed journals.

A revised RILEM Strategic Roadmap was drawn up in 2015, based largely on the discussions at a Workshop held in Brussels in 2014, for the development of RILEM toward major international stakeholders. The SWOT analysis brought out several positives to be leveraged to the benefit of RILEM and other aspects to be improved significantly (see Annex). For the way forward, five key actions have been planned: bringing in young members, establishing better links with the industry, leveraging open access publication strategy, having a more effective website, and facilitating better RILEM promotion and follow up. In order to progress further in the Action Plan, and to complement the work being done by the TCs, standing committees, Bureau and the Secretariat, it is proposed to have a RILEM Implementation Manager (RIM) on contract for a period of not more than 3 years.

Applications from suitable individuals are invited through RILEM members and other organizations.

### **RIM Job Profile and Qualifications**

Candidates for the position should have a technical background with experience in the field of construction materials, structures and systems. Experience in promotional activities and marketing could be advantageous. Prior participation in and familiarity with RILEM activities could make the candidate more relevant. They are expected to be fluent in English. It would be preferable for them to have knowledge of French (reading and speaking). They should be able to regularly visit the headquarters of RILEM, located in Paris.

### **Tasks & Expectations**

The RILEM Implementation Manager shall have the following duties & responsibilities. The specific goals and timelines would be mutually agreed upon at the time of selection.

1. Take up relevant issues from the Strategic Roadmap, and other issues arising from Bureau decisions, and follow up on plans and actions to implement those with a suitable timeline in an "Implementation Plan".
2. Promotion of RILEM:
  - a. Preparation of the Annual Technical Review. Note that actual production, layout, etc. will be taken care of by the Secretariat General.
  - b. Follow-up of technical activities, within RILEM, resulting from student sponsorships and free memberships, in order to increase the participation of first-time members and young researchers.
  - c. Contact and interaction with Industry, promotion of RILEM and increasing industry participation in RILEM
  - d. International promotion of RILEM, including liaising and technical collaboration with the RILEM Regional Groups
  - e. Representation at select RILEM Conferences for the promotion of RILEM; attendance and interaction at key conferences and with relevant delegates
  - f. Elaboration of Technical Reports of RILEM Conferences and evaluation of implications for RILEM

3. Coordination and liaison with the SG in providing support to the Bureau and Standing Committees:
  - a. Monitor ongoing Actions of technical nature from Bureau, TAC, DAC and EAC
  - b. Plan actions for the implementation of proposed strategies and plans.

### **Accountability and responsibility**

The Implementation Manager will be accountable and responsible to the President and the Bureau of RILEM, with appraisals to be done on a six-monthly basis. The RIM will be required to have continuous and strong interaction with the SG for ensuring adequate communication and coordination.

1. Reporting:
  - a. A report will be delivered at each Bureau Meeting on the progress with respect to implementation issues and the "Implementation Roadmap".
  - b. Annual reporting will be done to the General Council on the progress with respect to the "Implementation Plan".
2. Relations with SG and SG Office:
  - a. The Implementation manager will work with the SG and the SG Office with respect to any items that concern the strategic progress of the Association
  - b. Liaison with the Presidency and SG office to take necessary actions to ensure proper coordination of strategic actions across the Association.
  - c. Interaction with SG Office regarding support and workflow at regular intervals

### **Details of the appointment and selection**

Remuneration, work plan, benefits, etc. of the RIM will be decided by the RILEM Presidency. The position will be a consultancy appointment, with fees to be agreed upon after the evaluation, commensurate with the experience of the candidate and including the remuneration for services rendered, travel to and from the RILEM Headquarters, other costs and charges. Part-time appointments may be considered, with the corresponding remuneration, as appropriate.

Candidatures including a letter of motivation, CV and a Vision Statement for the position are to be directed to the RILEM President, Ravindra Gettu at [gettu@iitm.ac.in](mailto:gettu@iitm.ac.in) **before 31st October 2018**. For any additional information on the position, please contact by email directly the RILEM Past President, Johan Vyncke at [johan.vyncke@bbri.be](mailto:johan.vyncke@bbri.be) and/or the President, Ravindra Gettu at [gettu@iitm.ac.in](mailto:gettu@iitm.ac.in).

Candidatures will be judged in a first round through correspondence by the Presidency during the month of November. A final evaluation of shortlisted candidatures will take place in December 2018 by the Presidency with, if judged necessary, an interview with the candidates. It is anticipated that the selected candidate begins her/his functions from March 2019.

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**Annex: Summary of SWOT analysis**

Strengths - high quality of technical work done by the TCs, visibility of RILEM events, PhD courses, international reputation, free dissemination of recommendations and reports, the extensive network, the flexible and friendly way of running the organization

Weaknesses - improvement needed in internal communications and outreach, poor follow up of decisions, relatively low participation of industry

Opportunities - active scientific communities in emerging economies, increasing interest in holding RILEM Weeks and other events around the globe, open access publication, social media

Threats - economic crises and financial constraints, limitations imposed by the small-sized RILEM Secretariat, strategies of other competing organizations, difficulties due to language and travel of members.