Nordic Association for Hydrology / Nordisk Hydrologisk Forening
is searching for a new secretary from August 2020

The Nordic Association for Hydrology (NHF) is an independent body, which aims to promote hydrology as a science and at increasing the understanding of hydrology and hydrological methods within applied sciences and water planning in the Nordic region. The member countries are the Nordic and Baltic countries. NHF has both individual and institutional members.

The board consists of one member and deputy from every member country. In addition, NHF has engaged a secretary, treasurer, technical web editor and editor of Hydrology Research (HR), which is the official journal of NHF. NHF organizes a Nordic Hydrological Conference (NHC) once every two years. NHF’s General Assembly (GA) is held in connection with the NHC. The secretary participates in the board meetings and in the GA. The secretary position will be available from August 2020 as the present secretary will step down after 10 years of engagement in the NHF.

The secretary:
- prepares the board meetings together with the Chairperson: finds a date and place, makes necessary reservations, sends out a meeting agenda.
- prepares the GA together with the board. The statutes regulate the GA.
- writes the meeting minutes from the board meetings and the GA.
- assists the board members in collection of the membership fees, issues invoices if necessary
- answers membership applications
- assists the board with social media activities if needed
- updates the content on the website

Requirements:
- fluent in English
- knowledge of one Scandinavian language is preferable
- works organized
- experience from administration

Are you interested?
Send your application to the NHF-Chair, Linus Zhang, Linus.Zhang@tvrl.lth.se, with a copy to the Secretary, Heidi Lee, hhpi@nve.no by 2 May 2020.

Payment: the current budget for secretary is SEK 20 000/year. Existing tax legislation will apply.