

Call for applications to the position of the Coordinator for Network Activities and to the position of the Documentation Officer of the ACCORD Consortium

July 2025

Since the 1st of January 2021, twenty-six National Meteorological Services from Europe and the Mediterranean Area have joined forces in the single R&D ACCORD Consortium, under the first Memorandum of Understanding – MoU1 covering the period 2021-2025. The consortium is currently finalizing the revision of its Memorandum ([MoU2](#)) and the organization of the next phase to cover 2026-2030.

As a first important step for this next phase, the Members have adopted an ambitious [2026-2030 Scientific Strategy](#) outlining their objectives in meteorological and computer science for this horizon.

The development of the common codes will continue, in order to support world-leading operational NWP suites operated by the Members, with a priority on high resolution (from kilometre to hectometre grid size), short-range (including nowcasting suites) and high-impact weather. The codes and options therein are currently grouped in three “Canonical System Configurations” (CSC AROME, ALARO and HARMONIE-AROME). The Consortium will continue to strive to increase interoperability, transversal activities and joint R&D work across the CSCs. It will also work to make the codes portable and efficient on various computer architectures, in order to cope with the rapid evolution of HPC systems and encourage maximum competition in procurements of the Members. ACCORD has set for itself the goal to design a common development environment, beyond the achievements of phase 1, and it has defined ambitious goals toward common meteorological quality assurance. ACCORD intends to explore hybrid AI-ML/physics-based approaches and establish ways of collaborating with European initiatives in this rapidly evolving domain.

The human resources provided by the Members for this work represent approximately 150 FTE. These staff are employed by the Members and work at their premises, but meet and interact regularly. All aspects of the work are coordinated internationally by a Management Group. The list of officers is as follows:

- 1 Programme Manager (the “PM”)
- 3 CSC Leaders
- 1 Integration Leader
- 8 Area Leaders
- 1 Scientific Secretary
- 1 Documentation Officer
- 1 Coordinator of Network Activities

The Consortium will appoint the majority of these officers via calls for applications.

The present call concerns the Coordinator for Network Activities and Documentation Officer positions.

Following the article of the MoU-2 regarding the Management and more specifically the part

on the Support Team:

- The Support team is composed of staff provided by Members and acceding Members to support the work of the Project team.
- A position of Documentation Officer (DO) is provided by one Member with the aim of organizing the relevant documentation regarding the ACCORD common codes, including the organization of existing documentation, the support to elaborating new documentation, to maintaining an inventory, and to assisting the PM, the CSS and the Management Group for their specific needs. The DO position corresponds to an average 0.5 FTE.
- The Support team also includes the position of Coordinator for Network Activities (CNA). The CNA role represents a 0.2FTE position.

Eligibility conditions to apply

- You must have a higher education in meteorology or computer science and a demonstrable experience in working on NWP operational suites or similar IT systems. An experience in international collaboration would be an advantage.
- Your application must be supported by one National Meteorological Service Member of the Consortium, who is already your employer or commits to become your employer if you are selected for the job. Salary and other aspects of the position must be discussed with this Member.
- Good knowledge of English.

Calendar and selection process

The deadline to apply to the present call is 7th October of 2025.

Interviews will be organized in the following weeks.

Appointments will be announced as soon as possible thereafter.

How to apply:

- Applications (including references, C.V. and motivation letter) must be sent to Mrs Anne-Lise Dhomps, Météo-France, Consortium Scientific Secretary: css@accord-nwp.org.
- A letter of support should be provided by the Director of the National Meteorological Service who employs/will employ the applicant if selected.
- Further questions can be asked to Mrs Anne-Lise Dhomps.

Selection process:

The applicants will be interviewed by a selection panel composed of the PM, the 3 CSC Leaders and the CSS. The selection panel will rank the applications, taking into account the way the function is proposed to be fulfilled, the level of expertise, the interpersonal skills of candidates, the coherence of the vision and motivation of the Applicant.

COORDINATOR FOR NETWORK ACTIVITIES POSITION (0.2 FTE, DURATION: 5 YEARS)

Following the MoU, the position of Coordinator for Network Activities (CNA) is defined in the Support Team. The CNA role represents a 0.2 FTE position.

The Terms of Reference of the Coordinator for Network Activities read as follows:

The Coordinator for Network Activities shall assist the PM and the Integration and System leaders in the following tasks:

- Preparation of the Local Team Managers ("LTM") meeting and the coordination of actions to be taken by the LTMs
- Supervise changes in the preparation of input files necessary for the Members, in order to run local versions of the System (for example: coupling files, climatological files)
- Coordinate the tests of new versions of the System: help on the local installation, distribute the needed technical tasks among the Members, ensure relevant technical information is made available among Members
- Participate in MG meeting when needed

Personal skills:

- Excellent communication in an international context
- Great sense of human contacts
- Ability to chair large meetings involving more than 20 or 30 participants
- Good knowledge of the technical definitions and contents involved by the Consortium NWP activities:
 - the general aspects and challenges for building new code versions, from the initial R&D version in the ACCORD source code forge, to the exportable versions (for the Members)
 - how to install and locally run any, or at least one, version of a CSC. Practical experience with local installation and testing would be an advantage for this position
 - the definition and build process of so-called climatological files, as well as PGD files.
 - the definition and build process of coupling files for surface and lateral boundary conditions (so-called LBC files), both when the coupling data originate from MF's Arpege global model and from ECMWF's IFS model
- A certain sense and affinity for the details in technical results or code changes, and ensuring communication of these details

THE DOCUMENTATION OFFICER POSITION (AVERAGE 0.5 FTE, DURATION: 5 YEARS)

Following the MoU, the position of Documentation Officer (DO) is defined in the Support Team. The DO role represents an average 0.5 FTE position.

The Terms of Reference of the Documentation Officer read as follows:

The tasks of the Documentation Officer are as follows:

- Organization of existing and new documentation by:
 - proposing tools for storing, maintaining and making available documentation,
 - providing support to the maintenance of the documentation accessible in the ACCORD wiki.
- Support to the elaboration of new documentation by:
 - helping in evaluating the needs for creating new documentation,
 - being proactive in monitoring the status and progress of the redaction tasks by the project staff, being proactive on getting their feedback,
 - proposing templates when necessary.
- Support to the maintenance of an inventory of the documentary funds associated with the ACCORD models, including the link with the documentation on IFS (ECMWF) and on ARPEGE (Météo-France).
- Support to the organization of documentation required by specific management activity in the consortium, such as coordinated by MG.
- Participation in the efforts to strengthen knowledge transfer, consolidate documentation, and establish efficient communication channels on these aspects within the ACCORD community.
- Support to the CSS on the elaboration of the consortium Newsletter, and on documentation hosted in the consortium website.
- Support to the PM and to MG members on the elaboration of communication and publication material regarding the ACCORD consortium.

The Documentation Officer will work in close collaboration with the PM, the CSS and the members of the MG. Collaboration with other partners, close to the ACCORD common codes, will be needed, such as ECMWF and Météo-France (resp. for IFS and ARPEGE-related material and documentation working practices).

Personal skills:

- good knowledge of the main editing software used in scientific editing (such as Latex, Microsoft Office, LibreOffice or OpenOffice, Google shared documents, handling of PDF-formatted files)
- good knowledge of web interface software and language, as well as good knowledge of web tools and web content management systems good knowledge of collaborative platforms, such as Confluence or Redmine, and GIT-based tools (github)
- good knowledge of one or several tools for creating graphical displays or plots would be an advantage a high sense of organization for personal work
- good skills in communication with persons from various cultural background
- team spirit

- autonomy in analyzing and proposing specific solutions to technical problems in link with editing or organizing documentation and data; appetite to explore alternative software solutions, based on a clear rationale (why is a new solution needed ?)
- very good knowledge of spoken and written English; some basic knowledge of written French would be nice to have (for the understanding of the French part of the Arpege documentation)