

Deadline: 6 March 2021



APPLY 03/2021

Program Assistant for Research Group (part-time, parental leave cover)

IIASA BIODIVERSITY AND NATURAL RESOURCES (BNR) PROGRAM, WATER SECURITY (WAT) RESEARCH GROUP

VACANCY 03/2021

The BNR-WAT research group is one of four within the IIASA Biodiversity and Natural Resources (BNR) program. To cover for parental leave, we are looking for a part-time (28 hours per week) program assistant to work alongside the program and project officer and other IIASA staff, to support with general office duties and administrative tasks.

MAIN AREAS OF RESPONSIBILITY:

- Provide general administrative support, and carry out a variety of office duties for members of the research program e.g., program directors, research group leaders, project officers, and program and project officers
- Arrange team meetings, take minutes, and manage records of actions
- Provide support for new staff members to help enable their smooth integration into the program or group
- Coordinate travel arrangements for program staff and visitors, and take care of related administration (e.g. visitor authorizations, conference authorizations, travel reimbursements, procurements, online room bookings, etc.)
- Assist with editing, formatting, and referencing of proposals, journal articles, presentation slides, and other publications and documents, i.e. newsletters, reports, literature reviews, etc.
- Assist with the organization of group and project events, meetings, workshops, conferences etc.
- Provide assistance with budget and project-related activities, e.g. payment follow-ups, timesheets, financial audits, record keeping, etc.
- Provide support with internal and external communications, deal with routine correspondence
- Maintain program databases (e.g. contacts and publications), and assist with the maintenance of the program web pages for the IIASA website
- Manage office equipment and supplies
- In line with the team spirit that prevails at IIASA, the incumbent may occasionally work on other tasks assigned

by their superiors, that might not be directly related to this appointment but where the post holder has relevant experience and skills, and/or a shortage of immediate personnel capabilities requires such.

OUR REQUIREMENTS:

- Several years of related work experience in a similar, preferably international environment
- Full fluency in English with strong text editing skills; a good working-level of German advantageous
- Excellent interpersonal and communication skills, and proven ability to work and as part of a multicultural team with colleagues from diverse backgrounds
- Strong organizational and priority-setting skills
 - Experience organizing and planning conferences and events
- Very good attention to detail, even when carrying out routine and/or repetitive tasks
- Strong IT skills, including advanced use of MS Office products; experience with web content management systems advantageous
- Flexible working attitude and willingness to take on other tasks to benefit the program/institute.

APPOINTMENT TERMS:

The selected candidate should be available to take up the position as soon as possible. We will offer an initial part-time (70% representing 28 hours per week) employment contract for three months with the intention to extend for the duration of the parental leave this post will cover (anticipated to be until March 2022 earliest).

Duties will be carried out at the IIASA premises in Laxenburg, Austria.

Please note: This position is classified as a "General Service" post (moving and settlement allowances will not apply).

WE OFFER:

A minimum gross annual salary of € 25,987.00 (based on a full time annual salary of EUR 37,124.00) which is exempt from income tax in Austria.

The advertised salary is:

- Negotiable, based on the qualifications, skills and experience of the selected individual
- Subject to deductions for health insurance and/or social security
- Not directly comparable with other employers in Austria, due to the unique legal status and privileges granted to IIASA
- Subject to the principle of income aggregation (Progressionsvorbehalt in German).

Details about further attractive benefits [here](#).

About IIASA

IIASA is committed to a working environment that promotes equality, diversity, tolerance and inclusion within its workforce. This is reflected in our [Core Values](#). We encourage qualified candidates, irrespective of gender, from all religious, ethnic, and social backgrounds to apply. In the case that candidates are equally qualified, preference will be given to applicants from countries where IIASA has a [National Member Organization](#) (NMO).

Further Information

For further information about this opportunity please contact:

[Paula Abarca del Rio](#): Program and Project Officer

For general information about employment at IIASA, please contact:

[Alia Harrison](#), Recruitment Coordinator

Applications

To apply for this opportunity, you will need to provide the following documents in English:

- A cover letter outlining your motivation for and fit to the position.
- Your Curriculum Vitae or Resume.
- The names and contact details of two work-related reference givers.

Deadline for receipt of applications: 6 March 2021

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