

Deadline: 24 May 2021



APPLY 14/2021

Project Officer

IIASA ENERGY, CLIMATE, AND ENVIRONMENT (ECE) PROGRAM

IIASA is a leading research institute which conducts policy-oriented research into global challenges (www.iiasa.ac.at). The **Energy, Climate, and Environment (ECE) Program at IIASA is recruiting a Project Officer who will work within the program to coordinate externally funded, international and interdisciplinary research projects.**

OVERVIEW:

For example, the ECE program is currently coordinating a large-scale European Commission project under the Horizon 2020 program which started in September 2019. The ENGAGE project involves 28 partner institutions from the European Union as well as from many non-European countries. At the core of the project is the co-production of knowledge for designing cost-effective, technologically sound, socially and politically feasible pathways that can meet the objectives of the Paris Agreement while simultaneously taking both global and national perspectives into account. ENGAGE has four overarching goals: (i) build a legitimate, transparent, and iterative knowledge co-production process rooted in stakeholder dialogue, (ii) conceptualize and operationalize multidimensional feasibility of decarbonization policies and pathways, (iii) quantify national avoided impacts of climate change and identify decarbonization policies that maximize co-benefits and minimize trade-offs, (iv) develop a new generation of decarbonization pathways which represent multidimensional feasibility and reflect all characteristics of the Paris Agreement, and (v) inform and contribute to the Sixth Assessment Report of the Intergovernmental Panel on Climate Change. ENGAGE and other projects of the ECE Program have contributed to the science and policy dialogues through a wide range of outputs and activities. See more on the [ECE](#) and [ENGAGE](#) project websites.

MAIN DUTIES AND AREAS OF RESPONSIBILITY

The project officer works with other IIASA staff to support the external and collaborative projects in the program.

- Deal efficiently and independently with correspondence and communications from stakeholders, consortium partners and working groups.
- Assist with editing, formatting, and referencing of proposals, journal articles, presentation slides, and other publications and documents, i.e., newsletters, reports, literature reviews, etc..
- Facilitate responses to internal/external reviews of journal submissions, and assist with report publication and dissemination.
- Support with planning and implement dissemination, communication, and outreach activities, in close

cooperation with the IIASA Communications and External Relations (CER) department as appropriate.

- Create content, edit, and maintain the consortium web pages; manage social media channels for the project.
- Organize and facilitate project activities (internal and external meetings, conferences, events, lectures, etc.); prepare written summaries.
- Support the program director (PD) and/or research group leader(s) (RGL(s)) with research projects, with focus on controlling, funding, and administration; support with financial planning and allocation of resources, expenditure, trends, and reserves for personnel and activities; regularly update the PD and/or RGL(s) about actual expenditure, trends and reserves for personnel, and activities.
- Reporting on project progress to the European Commission in accordance with their guidelines.
- Keep abreast of, and ensure compliancy with institutional rules, policies, and procedures as well as donor/external funding requirements, ensuring that staff within the program/research group are regularly updated.
- Aid in the preparation of grant proposals; prepare supporting documentation for project proposals and project reports, facilitate project planning and management.
- 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

EDUCATION AND EXPERIENCE:

- An advanced degree in the natural sciences, engineering, economics, or social sciences, or several years' experience in project management, preferably within an international scientific environment.
- Experience in management and/or project administration preferably with a scientific/engineering background in the research areas of economics and environment related to the topics of energy, land-use, climate or development.
- Demonstrated experience in planning and contributing to integrated, interdisciplinary research projects, including financial planning, forecasting, budgeting, and reporting.

SKILLS:

- Ability to draft reports that analyze and summarize scientific information and policy applications.
- Proven, excellent organizational and priority setting skills, and the ability to respond to deadlines in a timely manner.
- Full fluency in English with strong editing skills.
- Strong IT skills, including advanced knowledge of MS Office products and experience with web content management systems (e.g., WordPress),

APPOINTMENT TERMS

The selected candidates should be available to take up the position as soon as possible. We offer an initial fixed-term, full-time (40 hours per week) employment contract for one year, with the possibility of extension thereafter. Applicants wishing to work part-time hours will also be considered.

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

This position is classified as a "Professional level" post.

WE OFFER:

A **minimum** gross annual salary of EUR 40,564.00 (full-time).

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).

IN ADDITION:

- Educational subsidies for children of school age

and social media channels.

Experience or knowledge of using web-based collaboration tools such as SharePoint, GitHub, Slack preferred (is an asset but not a must).

- Excellent interpersonal and communication skills on all levels.
- Demonstrated ability to work independently and in close cooperation with others, and maintain professional and productive relationships with staff from diverse nationalities and backgrounds.
- Flexible working attitude and willingness to take on other tasks to benefit the program/institute.

enrolled in private schools in Austria.

- A generous annual leave allowance.
- Moving and settlement allowances and paid home leave for employees in scientific and professional categories hired from international locations.
- Assistance for newcomers to Austria with visa, work and residency permit applications.
- Support finding accommodation in Austria.

Further details [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:

[Dr. Bas van Ruijven](#), Sustainable Service Systems Research Group Leader.

For general information about working at IIASA, please contact:

[Ms. 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
- A detailed Curriculum Vitae (including lists of publications, funding sources, and scientific outreach where available)
- The names, addresses (including e-mail), and telephone numbers of two work-related reference givers.

Review of applications will begin immediately.

Deadline for receipt of applications: 24 May 2021

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