

Deadline: 17 April 2025



APPLY 08-2025

Project Officer for impact-oriented research project

The **Agriculture, Forestry, and Ecosystem Services (AFE) Research Group**, within the **IIASA Biodiversity and Natural Resources (BNR) Program** is seeking a highly motivated **Project Officer** to support the successful delivery of a research project focused on empowering land sustainability stakeholders in Indonesia and Southeast Asia.

BACKGROUND

The AFE Research Group strives to generate knowledge and develop state-of-the-art modeling tools with the objective of advancing the scientific community and supporting policy stakeholders in their effort to better understand and manage global and regional land systems.

Funded by the International Climate Initiative, AFE is coordinating the four-year impact-oriented research project *Evolving Participatory Information System (EPITEM)* for Nature-based Solutions in the Agriculture, Forestry, and Other Land Use (AFOLU) sector.

THE ROLE

The successful candidate will collaborate closely with EPITEM's Principal Investigator (PI) and Administrative Manager on various aspects of an interdisciplinary project, which combines scientific tool development, grassroots stakeholder engagement, and dialogues with policy and industry stakeholders.

MAIN TASKS AND RESPONSIBILITIES

- Assist the PI in monitoring project progress and management of project activities, milestones, and deliverables.
- Compile and prepare annual project reports and other formal reporting requirements.
- Manage project expenditures, ensuring compliance with IIASA and funder financial guidelines.
- Organize project meetings and workshops with various partners, including developing agendas, coordinating logistical arrangements, inviting participants, and overseeing the preparation of background documents/reports.
- Develop and maintain introductory project dissemination and communication materials.
- Maintain the project website and other dissemination channels, including coordinating with external service

providers and utilizing content management system/platform.

- Conduct quick assessment/background research on specific topics related to project activities.

REQUIREMENTS

- Experience in project administration, preferably in areas related to sustainable land use, climate change mitigation or development cooperation.
- Excellent organizational skills with a demonstrated ability to work independently and respond to deadlines in a timely manner.
- Excellent writing and reporting skills.
- Fluency in English (both written and spoken) is required; proficiency in Bahasa Indonesia is advantageous.
- Familiarity with website content management tools/platforms, including social media platforms.
- Familiarity/interest in developing a career on topics related to land sustainability and nature-based climate solutions as advantage.
- Strong interpersonal skills and a willingness to work in a diverse, collaborative environment.

APPOINTMENT TERMS

The selected candidate should be available to take up the position in July 2025. We offer an initial fixed-term, two-year, full-time (40 hours per week) employment contract, with the possibility of extension thereafter. Eligible applicants wishing to work part-time hours may be considered.

The place of work is at the IIASA premises in Laxenburg, near Vienna in Austria.

WE OFFER

- An international atmosphere and pleasant working environment in a historic market town surrounded by green areas.
- An attractive salary which is **exempt from income tax in Austria** and negotiable, based on the qualifications, skills and experience of the selected individual but *at least*:
EUR 41,020.00
- Salaries quoted are:
 - Gross per annum (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).

OTHER BENEFITS

- Educational subsidies for children of school age enrolled in private schools in Austria.
- A generous five weeks of annual leave plus additional institute days off.
- Relocation allowances and paid home leave.
- The possibility to work up to 100 days per year in home office (within Austria).
- 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 [IIASA core values](#) and the [IIASA Gender Equality Plan \(GEP\)](#). We encourage qualified candidates 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 [Member Organization](#).

Further Information

For further information about this opportunity please contact

[Ping Yowargana](#) AFE Senior Research Scholar

For general information about working at IIASA, contact: recruitment@iiasa.ac.at

Applications

We invite you to submit your application in English by clicking on the apply button.

Please include

- **A cover letter outlining your motivation and fit to the position.**
- **Your CV.**

Deadline for receipt of applications: 17 April 2025

APPLY