

Deadline: 13 September 2026



APPLY 15-2026

Senior HR Expert

JOB GRADING, COMPENSATION AND TIME MANAGEMENT

BACKGROUND

IIASA Human Resources is currently conducting a structured review of the institute's job architecture, grading framework and salary structures, with a view to laying the foundation for salary transparency in line with *EU pay transparency directive regulations*.

For this project we are looking for a **Senior expert**, who will primarily focus on continuing the job grading and equal pay project. The candidate is expected to lead the project end-to-end with clear milestones and deliverables. The candidate is also expected to contribute to other interesting joint HR projects, such as optimizing time management procedures.

This position is being offered as a **maternity leave replacement** and will end upon the current incumbent's return.

MAIN TASKS AND RESPONSIBILITIES

Job Architecture and compensation structure:

- Review and further develop a grading structure in cooperation with the departments and the works council.
- Coordinate and lead the evaluation of job grades and review of job descriptions.
- Support the institute's readiness in relation to Directive (EU) 2023/970 on pay transparency
- Analyze compensation data to identify pay dispersion, grade compression, outliers and potential equity gaps, and present the findings as an evidence base for decisions

Contribute to joint HR responsibilities:

- Support other HR projects as needed, such as optimizing Time and Attendance procedures and tools
- Deliver internal training on grading, compensation and related HR policies.
- Provide support to HR operations to maintain continuity during periods of peak workload.

Project design and delivery:

- Design and lead the project end-to-end: scope, phases, milestones, deliverables, risks and dependencies.
- Maintain a clear project plan and reporting rhythm as well as prepare materials for and support decision-making
- Coordinate relevant stakeholders across the departments and adapt HR practice to IIASA's specific needs.
- Develop relevant project documentation and translate it into a formal HR policy

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES

Education and experience:

- Degree in Human Resources, Business Administration, Economics, Law, or a relevant field.
- Minimum eight years of HR-relevant professional experience in medium to large-size organization, with a substantive focus on job grading and Experience in academic research environment is a plus.
- Demonstrated experience leading or coordinating HR projects, specifically in one or more of the following:
 - *Job architecture and job evaluation frameworks;*
 - *Compensation analysis and pay structure design;*
 - *Salary benchmarking and analysis of large compensation datasets;*
 - *Time and attendance tools and regulations.*
- Knowledge of structured job evaluation methodology and first experiences with EU Pay Transparency Directive is preferred.
- Solid knowledge of Austrian labor law with pragmatic mindset for translating HR methodology into practice.

Competencies:

- Strong analytical mindset with the confidence to handle complex datasets in advanced Excel or equivalent tools
- Excellent written and verbal communication skills in English and German (C1 level or equivalent)
- Discretion and confidentiality when handling individual salary data
- Ability to work independently and deliver from an early stage

APPOINTMENT TERMS

The successful candidate should be available to take up the position **as soon as possible**.

The place of work is IIASA in Laxenburg, near Vienna, Austria (home office options available).

WE OFFER

- **Fixed-term contract**, full-time (100%, 40 hrs/week) - maternity cover **up to one year**, ending on the return of the current incumbent. Part-time arrangements are also possible.
- A competitive annual gross salary of at least **EUR 60,000**, exempt from Austrian income tax in Austria and subject to insurance deductions.
- An international atmosphere and pleasant working environment in a historic market town surrounded by green areas.

IIASA salaries are:

- 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).

ADDITIONAL BENEFITS

- Educational subsidies for children of school age enrolled in private schools in Austria.
- A generous annual leave entitlement.
- Relocation allowances and paid home leave for employees who are 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 [IIASA core values](#). 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:

[Lion Huijers](#) – Head of HR department

[Lyla Tan](#) – Deputy Head of HR

[Amer Batshone](#) – Talent Acquisition Specialist

Applications

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

- A detailed Curriculum Vitae
- A cover letter outlining your motivation for and fit to the position is optional

Deadline for receipt of applications: 13 September 2026

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