

Deadline: 9 November 2025



APPLY 23-2025

# Talent Acquisition Specialist

**We're looking for a recruitment specialist to drive hiring across our international research institute, where scientists and experts tackle global issues like climate change, energy security, population aging, and sustainable development.**

**As part of a small but high-performing human resources team, you'll play a central role in identifying and hiring both world-class researchers and the operational professionals who support our mission. This is a hands-on role in which you'll manage hiring processes from start to finish, and work closely with IIASA leadership, scientists, and hiring managers to ensure we're bringing in the right people, in the right way.**

**If you're motivated by purpose-driven work and thrive in a collaborative, multi-cultural environment, we'd love to hear from you.**

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## MAIN AREAS OF RESPONSIBILITY

- Manage full-cycle recruitment – from sourcing to onboarding – for critical roles across the institute.
- Partner closely with hiring managers and researchers to understand team needs and shape effective hiring strategies.
- Own and continuously improve recruitment processes, tools, and workflows.
- Explore, evaluate, and implement emerging recruitment technologies and digital tools to enhance sourcing, and increase overall hiring efficiency in a cost-effective manner.
- Be the first point of contact for candidates, ensuring a seamless, engaging, and high-quality experience throughout.
- Identify, attract and engage top talent through active sourcing and screening.
- Collaborate with other institute stakeholders on employer branding, hiring campaigns, and recruitment events.
- Support hiring managers with interviewing best practices, recruitment tools, and recruitment decision-making.

## QUALIFICATIONS, EXPERIENCE AND REQUIREMENTS

- An academic degree in Human Resources, Business, Psychology, or other related field.
- Proven experience in end-to-end recruitment, preferably in an international, research, or mission-driven/not-for-profit organization.

- Demonstrated experience and strong interest in leveraging innovative HR technologies, with a proven ability to assess, adopt, and effectively use new tools and platforms, including applicant tracking systems.
- Proficiency in active sourcing methods and utilizing a diverse range of cost-effective channels to identify, attract, and engage top talent.
- Strong stakeholder engagement and relationship-building skills, with the ability to work effectively across diverse teams and seniority levels.
- A commitment to providing an outstanding candidate experience, with excellent written and verbal communication skills.
- Exposure to or interest in employer branding, events, and recruitment marketing initiatives.
- A collaborative, proactive, and adaptable mindset suited to a dynamic, purpose-driven environment.
- Fluency in English is essential; additional language skills are an asset.

## APPOINTMENT TERMS

Candidates should be available to take up the position as soon as possible. We offer a full-time, unlimited employment contract.

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

## WE OFFER

- An attractive salary which is exempt from income tax in Austria and negotiable, based on the qualifications, skills and experience of the selected individual and **at least** EUR 40,000.00 gross per annum (subject to deductions for health insurance and/or social security).

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.
- The possibility to work up to 100 days per year in home office (within 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 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 Human Resources

For general information about working at IIASA please contact:

[recruitment@iiasa.ac.at](mailto:recruitment@iiasa.ac.at)

## 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

**Deadline for receipt of applications: 9 November 2025**

**APPLY**