

APPLY 04-2026

Administration Assistant

As Administration Assistant, you'll be an integral part of IIASA's mission to bridge science and policy on a global scale. This is an administrative role that provides operational support to the department as well as supporting the Science Diplomacy Director, contributing to high-level activities, international partnerships, and mission-critical initiatives.

MAIN TASKS AND RESPONSIBILITIES

Administrative Support & Strategic Coordination

- Provide comprehensive administrative support to Science Diplomacy Director and the designated department.
- Manage complex, high-priority calendars involving multiple international stakeholders.
- Coordinate travel arrangements, itineraries, and meeting agendas.
- Support to prepare comprehensive briefing materials and travel documentation for international engagements.
- Maintain effective filing and data storage systems, both physical and digital.
- Handle confidential and sensitive information with discretion.

Event & Meeting Management

- Support the planning and execution of high-level IIASA meetings, conferences and stakeholder events.
- Manage logistics for VIP delegations and diplomatic protocols, including preparing agenda, documentation, and post-event follow-up.
- Ensure seamless coordination between internal departments and external partners.

Communications & Relationship Building

- Act as a communication bridge between the department and internal/external stakeholders.
- Draft and prepare official correspondence with accuracy and sensitivity.

Project & Operations Support

- Support the coordination of special projects from initiation to completion.
- Manage expense reports and budget tracking for international activities.

QUALIFICATIONS

- Bachelor's degree in relevant field or equivalent professional experience
- A background in international relations, partnership development and/or fundraising is desired
- Expert-level written and verbal communication skills in English; Proficient German skill is a plus
- Proficiency in Microsoft Office Suite, Adobe Acrobat, and social media platforms

Personal Qualities & Skills

- **Strategic Thinking:** Forward-looking mindset with proactive problem-solving capabilities.
- **Emotional Intelligence:** Mature, diplomatic approach to sensitive situations.
- **Adaptability:** Thrives under pressure while managing competing priorities.
- **Independence:** Ability to work autonomously while being an effective team player.
- **Discretion:** Proven ability to handle confidential information with absolute integrity.
- **Initiative:** Actively seeks opportunities and proposes innovative solutions.

APPOINTMENT TERMS

We offer full-time employment, starting with a one-year contract with the intention to extend thereafter.

Eligible applicants wishing to work part-time hours may be considered.

The place of work is the IIASA premises in Laxenburg, near Vienna in Austria (some travel may be necessary).

WE OFFER

- An international atmosphere and pleasant working environment in a historic market town surrounded by green areas.
- A tax-free annual salary in Austria, starting at EUR 38,000.00 gross, negotiable based on qualifications and experience, with deductions only 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 [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: recruitment@iiasa.ac.at

Applications

To apply for this opportunity, please submit the following documents in English by clicking on the *apply* button:

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

Deadline for receipt of applications: 31 March 2026

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