

Deadline extended until filled



APPLY 27-2024

Human Resources Generalist

Are you a passionate HR professional with comprehensive knowledge of Austrian employment and social law? Do you thrive in a multicultural environment and enjoy working with people from around the globe? If so, we have an exciting opportunity for you at our prestigious research institute!

THE ROLE

As an HR operations partner, you will play a vital role in supporting our scientists, professionals, and the HR team across the entire employee lifecycle. Your responsibilities will include developing and implementing innovative HR projects and processes, ensuring our institute maintains high standards in HR practices. Your up-to-date expertise in Austrian employment and social law will be crucial in shaping and updating our HR policies.

In addition to your core responsibilities, there may also be an opportunity for you to deputize for the Head of the department during absences.

Join us and contribute to a thriving, inclusive environment where your skills and dedication will be highly valued.

MAIN DUTIES AND RESPONSIBILITIES

- Support programs and departments in decision-making related to people management issues ensuring compliancy with HR processes and institutional practices.
- Develop, implement, and update HR policies and procedures in accordance with Austrian labor law and institutional requirements.
- Prepare works council agreements and advise on legal HR matters.
- Draft and issue employment contracts and amendments; accurate follow-up and data entry in the management information system.
- Actively participate in the recruitment and retention of top international scientific and professional talent.
- Develop and implement various HR initiatives and tools, and contribute to the continuous optimization of HR practices.
- Design and deliver HR training sessions on policies and guidelines.
- Support professional development programs and career growth initiatives.

QUALIFICATIONS, EXPERIENCE, AND REQUIREMENTS

- Academic degree in Human Resources or a related field.
- Proven and extensive experience as an HR professional in an international or multicultural environment.
- Fluency in English and German, with strong written and verbal communication skills in both languages.
- Experience writing and implementing HR policies.
- Solid working knowledge of Austrian labor and social law.
- Meticulous attention to detail.
- Ability to multi-task and prioritize effectively.
- Hands-on mentality with a focus on achievement.
- Demonstrated problem-solving abilities.
- Exceptional interpersonal and relationship-building skills with a collaborative and friendly attitude and good sense of humor.
- Excellent IT skills.
- Desire to improve the efficiency of HR processes.

APPOINTMENT TERMS

Candidates should be available to take up the position as soon as possible in 2024 (start date negotiable). We offer an open-ended, full-time employment contract.

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

Duties will be carried out 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 50,000.00 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.
- Relocation allowances and paid home leave for international hires.
- Assistance for newcomers to Austria with visa, work and residency permit applications.
- The possibility to work up to 100 days per year in home office (within Austria).
- 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:

[Mr. Lion Huijers](#), Head of HR

For general information about working at IIASA, please contact:

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: extended - until filled

APPLY