

APPLY 02-2026

# Contracts and Grants Officer (parental leave cover)

The IIASA Grant Management (GM) team is looking for a Contracts and Grants Officer for the financial management, including costing, budgeting, reporting, compliance assurance and audit coordination of a diverse portfolio of research grants and awards from various national and international research funders.

## MAIN DUTIES AND AREAS OF RESPONSIBILITY

- Facilitate the preparation of proposals once a potential funding source has been identified by ensuring compliance with all application requirements in terms of budgets, substance, and compilation of all relevant legal and administrative materials.
- Assist Principal Investigators (PIs) in the costing and budgeting aspects of research proposal submission.
- Act as a contract/project management liaison for funding agencies/donors as well as internally for research programs and service departments within the organization.
- Provide support to targeted initiatives to communicate financial information externally and internally.
- Develop and maintain spreadsheets, databases, and various operational tools applicable to contract/project management.
- Prepare financial statements and expenditure reports on contract/project funding for PIs, funding agencies and others as required.
- Ensure that project accounts are managed in accordance with all applicable external funders and IIASA internal requirements (compliance).
- Keep accurate notes and records of financial and other actions in contract files.
- Coordinate and oversee compilation of relevant supporting documentation for financial reports, such as time sheets, meeting minutes, procurement documentation, progress reports etc.
- Organize and facilitate independent project audits on funds as required, to ensure an auditable environment taking the increased demand for public accountability and an ever-growing regulatory environment into account.
- Set up cooperation agreements, subcontracts and other ancillary legal documents as required to complete

## OUR REQUIREMENTS

### • **QUALIFICATIONS AND EXPERIENCE:**

- A university degree (or equivalent) in public or business administration, finance, or other relevant field.
- Project and grant management experience, including financial planning, forecasting, budgeting, costing, and reporting, and exposure to related legal and financial aspects in addition to an advanced understanding of EC (Horizon Europe, H2020 etc.,) and other public funding mechanisms (FWF, FFG) and financial auditing practices.
- Experience working in an international, multi-cultural environment, preferably within a research setting is highly desirable.

### **EXPERTISE AND COMPETENCIES:**

- Full fluency in English and German, with strong interpersonal and communication skills on all levels.
- Strong IT skills (Databases, Microsoft Office etc.,) and the ability to apply technological tools relevant to the job (training on the institute's Management Information System (MIS) will be given).
- Proven, excellent organizational skills and the ability to work independently to meet strict time deadlines and handle multiple tasks simultaneously.
- Conscientious and efficient in meeting commitments and achieving results while operating in compliance with organizational rules and regulations.
- Solution- and detail-oriented, even when carrying out routine administrative tasks.
- Ability and willingness to take initiative and explore/learn new tools that facilitate grant and project management, and to keep abreast of developments in the profession.
- Demonstrated ability to work independently and in close cooperation with others and maintain professional and productive relationships with staff from diverse nationalities and backgrounds.
- Flexible working attitude and willingness to take

## APPOINTMENT TERMS

Candidates should be available by 1 March 2026 or as soon as possible thereafter. We offer an employment contract for twelve months, with the possibility for extension for the remaining duration of the parental leave. Applicants wishing to apply for a part-time position will also be considered.

The place of work is at the IIASA premises in Laxenburg, near Vienna in Austria (up to 100 days home office working within Austria possible).

### **WE OFFER**

A gross annual salary **at least** EUR 52,000.00 for a full-time (40 hour) working week. IIASA salaries are exempt from income tax in Austria and subject only to deductions for health insurance and/or social security.

The advertised salary is:

- 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).

### **ADDITION BENEFITS**

- Educational subsidies for children of school age enrolled in private schools in Austria.
- A generous annual leave entitlement.
- Moving and settlement allowances and paid home leave for employees hired from outside of Austria.
- Assistance for newcomers to Austria with visa, work and residency permit applications.
- Support finding accommodation in Austria.

Further details [here](#).

on other tasks to benefit the department/institute.

## 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:

[Monica Manchanda](#), Manager, Grant Management

For general information about working at IIASA, please contact [recruitment@iiasa.ac.at](mailto:recruitment@iiasa.ac.at)

## Applications

**Please click on the apply button and upload the following documents to be considered:**

- A cover letter outlining your motivation for and fit to the position
- Your up-to-date Curriculum Vitae

**Deadline for receipt of applications: 18 February 2026**

**APPLY**