

Deadline: 20 October 2025



APPLY 21-2025

Science Policy & Member Relations Officer

As our Science Policy & Member Relations Officer, you'll be at the heart of IIASA's mission to advance science for sustainable development. You'll serve as the primary liaison between IIASA and our network of National and Regional Member Organizations (NMOs/RMOs), while strengthening our presence in the science diplomacy arena.

MAIN TASKS AND RESPONSIBILITIES

Strategic Relationship Management

- Manage relationships with IIASA's network of National and Regional Member Organizations across the globe.
- Act as the key liaison between member organizations, IIASA Executive, and Council Secretary.
- Manage collaborative agreements database and provide expert analysis.
- Coordinate high-level diplomatic events, delegations, and official visits while maintaining high protocol standards.

Impact Measurement & Reporting

- Develop comprehensive systems to demonstrate the value of IIASA membership.
- Track engagement metrics include research collaborations, publications, capacity building, and policy impact.
- Prepare statistical reports and presentations for stakeholders.

Event Leadership & Coordination

- Organize international conferences, workshops, and stakeholder meetings (both in-person and virtual).
- Coordinate delegate participation and provide on-site event management.
- Manage budgets for travel and conference activities.

Science Diplomacy & Policy Impact

- Strengthen IIASA's engagement with intergovernmental organizations.
- Enhance IIASA's profile in science diplomacy.
- Support IIASA's contributions to international decision-making processes.

QUALIFICATIONS AND REQUIREMENTS

- **Education:** Academic degree in political science, international relations, scientific field, or related area.
- **Experience:** Proven track record in external relations within international or nationally focused organizations.
- **Communication:** Excellent writing skills with experience in science communication preferred.
- **Event Management:** Demonstrated experience planning and delivering both in-person and virtual events.
- **Global Perspective:** Strong understanding of academic research and its societal/policy impacts.

Personal Qualities

- Exceptional interpersonal and diplomatic skills.
- Thrives in multicultural environments.
- Highly organized with strong attention to detail.
- Outstanding networking abilities and team collaboration skills.
- Full fluency in English; additional languages of member countries advantageous.
- Flexibility and willingness to travel occasionally.

APPOINTMENT TERMS

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

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

WE OFFER

- Starting with tax-free annual gross salary of EUR 48,410, negotiable based on qualifications and experience.
- Due to the income-tax exemption privilege of IIASA, a very competitive net income on the Austrian market.
- Annual voluntary salary adjustment to compensate for inflation.

ADDITIONAL BENEFITS

- Generous leave entitlement: 5 weeks of annual leave, one-week IIASA holiday, plus 13 Austrian public holidays.
- Several special privileges regarding taxation, insurance and residence.
- Educational subsidies for your children's private school fees.
- Relocation allowances and paid home-visit transport for international hires.
- An international and diverse working environment.
- Unique location with a historic castle, surrounded by a beautiful park with free access.
- Assistance with visa applications and housing searches for newcomers moving to Austria.
- Flexible home office option of up to 100 days per year.

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: 20 October 2025

APPLY