

APPLY 21-2026

Project Officer

SUPPORT THE PLANNING, FUNDING, AND ADMINISTRATION OF INTERNATIONAL RESEARCH PROJECTS ON ENERGY, CLIMATE, AND THE ENVIRONMENT.

BACKGROUND

The [Energy, Climate, and Environment Program](#) (ECE) at IIASA is offering an opportunity for a project officer to support the external and collaborative projects in the ECE program and its research groups. The ECE program is dedicated to addressing complex global challenges related to energy systems, climate change, and environmental sustainability.

The successful candidate will support research projects within the program, associated with different research groups, on a variety of topics such as health scenarios (S3), climate modeling (ICI), an energy security (IACC).

The role involves support with the organization and management of projects and proposals, as well as outreach and communication within and outside project consortia. Strong scientific communication and organizational skills are core to the role.

MAIN TASKS AND RESPONSIBILITIES

- Deal efficiently and independently with correspondence and communications from stakeholders, partners and funders.
- Assist with handling of proposals, project reports, presentation slides, and other publications and documents, i.e., newsletters, reports, literature reviews, etc. with the consortium partners and funders.
- Assist with report publication and dissemination, and preparation of necessary reporting and compliance documentation for funders.
- Support with planning and lead with implementation of dissemination, communication, and outreach activities in close cooperation with the IIASA communication channels.
- Create content, edit, and maintain the consortium web pages; newsletter; manage social media channels for the project.
- Organize and facilitate project activities, both physical and virtual, including internal and external meetings, conferences, events, lectures, etc.; prepare written summaries and records of meetings.
- Support the program managers and research group leader(s) with research projects, with focus on controlling, funding, and administration.
- Keep abreast of, and ensure compliance with institutional rules, policies, and procedures as well as

donor/external funding requirements, ensuring that staff within the program and project are regularly updated.

- Aid in the preparation of grant proposals; prepare supporting documentation for project proposals and project reports, facilitate project planning and management, assist with the development of project management tools in close cooperation with the IIASA Grant Management (GM) Department.
- In line with the team spirit that prevails at IIASA, the incumbent may occasionally work on other tasks assigned by their superiors, that might not be directly related to this appointment but where the post holder has relevant experience and skills, and/or a shortage of immediate personnel capabilities requires such.

SKILLS, QUALIFICATIONS & EXPERIENCE

Education and Background

- Advanced degree in natural sciences, engineering, economics, or social sciences, and proven project management experience in an international setting

Essential skills and competencies:

- Project management/administration experience with a scientific background in economics, environment, energy, climate change, or development.
- Demonstrated experience in interdisciplinary research project planning, financial management, and reporting.
- Working experience in international organizations is highly desirable
- Ability to draft reports analyzing scientific information and policy applications.
- Proven organizational and priority setting skills, and the ability to respond to deadlines in a timely manner.
- Full fluency in English, excellent communication and interpersonal skills on all levels.
- Strong IT skills, including advanced MS Office knowledge, web content management (e.g., WordPress), and social media.
- Demonstrated ability to work independently and collaboratively with others and maintain professional and productive relationships with staff from diverse nationalities and backgrounds.
- Flexible working attitude and willingness to take on other tasks to benefit the program/institute.

Desirable skills:

- Experience or knowledge of web-based collaboration tools such as SharePoint, Teams, GitHub.

APPOINTMENT TERMS

The successful candidate should be available to take up the position **as soon as possible - No later than January 2027**.

The place of work is IIASA in Laxenburg, near Vienna, Austria (home office options available).

WE OFFER

- **1-year** full-time fixed-term contract (100%, 40 hrs/week), with the possibility of extension thereafter. Flexible arrangements on duration can be discussed, and part-time arrangements will also be considered.
- An attractive annual salary starting at **EUR 56,000**, exempt from income tax in Austria (social insurance deductions still apply).
- The possibility to contribute to environmental sciences for sustainability and global wellbeing.
- An international atmosphere and pleasant working environment in a historic market town surrounded by green areas.

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 employees who are hired from international locations.
- Assistance for newcomers to Austria with visa, work and residency permit applications.
- 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](#). 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:

[VAN RUIJVEN Bas](#) - Research Group Leader and Principal Research Scholar (S3); Principal Research Scholar (IACC, TISS)

[KREY Volker](#) - Research Group Leader and Principal Research Scholar (IACC, S3)

[SMITH Chris](#) - Senior Research Scholar (IACC, ICI)

Applications

In order 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 and a recent example of your research work
- A GitHub profile link and/or code samples are highly appreciated with your application
- The names, addresses (including e-mail), and telephone numbers of two reference givers.

Deadline for receipt of applications: 31 October 2026

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