

APPLY 69-2022

Project Officer

IIASA ADVANCING SYSTEMS ANALYSIS (ASA) PROGRAM

The **Novel Data Ecosystems for Sustainability (NODES) Research Group**, part of the IIASA ASA Program, is looking for a project officer to support the group with management and research activities, including monitoring and organizational assistance for a Horizon Europe funded project starting in 2023, with a duration of four years.

BACKGROUND

The NODES research group develops tools for citizen and data science combined with Earth observations to monitor, analyze, and foster progress towards the UN Sustainable Development Goals (SDGs). To realize this vision, NODES exploits novel data ecosystems in which several actors interact via infrastructure, analytics, and applications to produce, analyze, exchange, and consume data. The group seeks to have impact in the field of citizen science with regard to building both the trust and engagement of a larger segment of society, with citizens becoming part of the scientific process while increasing the overall acceptance of scientific outcomes.

The new four-year Horizon Europe project *Urban ReLeaf* aims to deliver citizen science-based data ecosystems to support cross-sectoral innovation and political agenda setting for climate change adaptation and green infrastructure planning in urban environments. At the heart of *Urban ReLeaf*'s action-oriented approach to innovation are public authorities and established communities and citizen groups in six cities across Europe. *Urban ReLeaf* will showcase the democratization of urban greenspace monitoring and the wider policy making process for these cities in pursuit of urban climate resilience. The *Urban ReLeaf* consortium brings together an interdisciplinary team of leading organizations from academia and industry, as well as key local governmental organizations across six cities to co-create inclusive and sustainable urban greening solutions.

MAIN TASKS AND RESPONSIBILITIES

- Administration of the full Horizon Europe project cycle: Funding acquisition, project implementation and monitoring, drafting progress and (end of project) reports.
- Support the Urban ReLeaf coordinators with regular management of the project and monitoring of research activities, project milestones, and deliverables, including risks, budgeting, tracking expenditures, and establishing and maintaining necessary records and documentation.
- Oversee and coordinate budgeting of the project in collaboration with internal and external financial officers.
- Organize and facilitate project activities (internal and external meetings, scientific workshops, stakeholder consultations etc.); prepare agendas, minutes, and other reports, coordinate logistics.

- Support with planning and implement dissemination, communication, and outreach activities in close cooperation with internal and external project partners.
- Dealing efficiently and independently with correspondence and communications from partners and stakeholders.
- 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.

REQUIREMENTS

- Advanced degree (master's or equivalent) in business administration, project management, or other relevant area.
- Demonstrated professional experience in providing management support to large-scale interdisciplinary research projects, encompassing partner coordination, financial planning, forecasting, budgeting, and reporting, and including the financial management of European grants (e.g., Horizon 2020 or similar).
- Full fluency in English with strong text editing skills; a good working-level of German is beneficial.
- Excellent interpersonal and communication skills on all levels.
- Excellent organizational and priority setting skills, and the ability to respond to deadlines in a timely manner.
- Demonstrated ability to work well independently and in close cooperation with others and maintain professional and productive relationships with staff from diverse nationalities and backgrounds.
- Strong IT skills, including advanced knowledge of standard MS Office products and experience with web content management systems is a strong advantage.
- Flexible working attitude and willingness to take on other tasks to benefit the group, program, and institute.

Desirable:

- Research background in citizen science, earth observation and/or nature-based solutions.
- Experience working with project management software (e.g., Microsoft Project, Asana, or others).

APPOINTMENT TERMS

Candidates should be available to take up the position as soon as possible in 2023 (start date negotiable). We offer an initial fixed-term, full-time employment contract for four years, with the possibility for extension thereafter. 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 (up to 100 days home office working within Austria possible).

This position is classified as a "Professional" level post.

WE OFFER

A full-time (40 hours per week), gross annual salary of *minimum* EUR 41,700.00, which is exempt from income tax in Austria.

The advertised salary is:

- Negotiable, based on the qualifications, skills and experience of the selected individual.
- Subject to deductions for health insurance and/or social security.
- 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).

IN ADDITION:

- 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 in scientific and professional categories 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:

[Dr. Inian Moorthy](#), Research Scholar, NODES Research Group

For general questions 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: 9 January 2023

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