

Deadline: until filled



APPLY 24/2021

Interim Communications Specialist

IIASA COMMUNICATIONS AND EXTERNAL RELATIONS DEPARTMENT (CER)

BACKGROUND

A new opportunity for a communications specialist has opened at our international research institute based near Vienna, Austria. In a time of transition for the department, the interim communications specialist will join the IIASA Communications and External Relations (CER) Department for an initial period of seven months, to develop and implement the stakeholder engagement and communications strategies of the institute.

MAIN DUTIES AND RESPONSIBILITIES:

The successful candidate will be responsible for:

- Assisting the department head in providing broad strategic direction to CER, including co-developing the stakeholder and communication strategies of IIASA as well as planning and implementing the department's work program
- Working closely with the department head in mentoring, developing, and coaching staff, as well as supervising some members of staff
- Working closely with the department head in managing the daily operations of the department, this could range from managing projects (e.g., a major publication, a communications campaign, an international event, a program of activities for a member country) to developing science-related content (e.g., a concept for a webinar series or new section of the website, a case for a new member to join IIASA, a presentation by the Director General) to reviewing material produced by members of CER (e.g., briefing materials, press releases, reports to member countries, multimedia content and other materials)
- Supporting and advising researchers across IIASA on science communication and relations with stakeholders such as [National Member Organizations](#) (NMOs)
- Overseeing metrics and impact reporting of CER's work, with a view to applying lessons learned
- Bringing innovative approaches to CER's work, including on how best to use new technologies to increase impact and efficiencies
- Collaborating across the various research programs and groups, and departments across IIASA in order to contribute to CER and IIASA objectives

- 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.

QUALIFICATIONS AND EXPERIENCE:

The successful candidate will have the following qualifications and skills:

- Advanced University Degree (master's degree or equivalent) or bachelor's degree plus professional qualification in communications, journalism, or a related field, or bachelors degree and significant experience.
- Proven experience in science communication and external relations. Strong preference for experience in an international organization or a national organization with an international focus, and for experience in research-based organizations.
- Strategic and operational leadership in communications and external relations
- Excellent organizational and planning ability with strong drive for results
- Very strong team leadership and people management ability, particularly in mentoring, coaching, and developing staff
- Excellent relationship building; advocacy, negotiating, and influencing ability; and collaborative working style
- Innovative thinking and ability to initiate and implement change
- Excellent written and oral communication and presentation skills with significant experience at presenting complex research, concepts and data to a lay audience in a manner that is both succinct and engaging
- Excellent spoken and written English. Knowledge of other languages of member countries will be considered an additional asset
- Good knowledge of IIASA research areas and their policy applications will be an advantage.

APPOINTMENT TERMS

The selected candidate should be available to take up the position as soon as possible but no later than the fall of 2021. We offer an initial fixed-term, full-time (40 hours per week) employment contract for seven months, with the possibility of extension in the case that key positions remain unfilled. Applicants wishing to work part-time hours will also be considered.

Duties will be carried out at the IIASA premises in Laxenburg, near Vienna in Austria with the possibility for working at home approx. two days per week.

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

WE OFFER

A **minimum** gross annual salary of EUR 64,039.00 (for full-time working), 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 allowance.
- 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 [Core Values](#). We encourage qualified candidates, irrespective of gender, 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 [National Member Organization](#) (NMO).

Further Information

For further information about this opportunity please contact:

[Mr. Iain Stewart](#), Head of Communications and External Relations

For general information about working at IIASA, please contact:

[Ms. Alia Harrison](#), Recruitment Coordinator.

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
- The names, addresses (including e-mail), and telephone numbers of two work-related reference givers.

Deadline for receipt of applications: until filled

[APPLY](#)