

Vacancy Announcement:

Project Manager in the Science-Policy Programme

IUFRO, the International Union of Forest Research Organizations, is **the global network for cooperation in forest-related science and research** and represents more than 15,000 scientists from about 630 member organizations located in almost 120 countries. IUFRO, as an international scientific body, was founded in 1892, and is a non-profit, non-governmental organization: www.iufro.org.

IUFRO's **Science-Policy Programme** aims at effectively communicating information and scientific expertise related to forests and trees to governments and intergovernmental processes. [The Programme](#) delivers objective and independent scientific assessments of key issues of high concern, supporting more informed decision-making at regional and global levels.

IUFRO is seeking a **Project Manager** to be based at IUFRO Headquarters in Vienna, Austria. The Project Manager will be responsible for the operational planning and implementation of projects within the Science-Policy Programme and will be reporting to the Programme Coordinator. Additionally, the Project Manager will be responsible for following up and contributing to different intergovernmental processes under the supervision of the Programme Coordinator. This full-time position in an international environment requires flexible management of assigned tasks and the ability to independently structure one's own work.

Responsibilities (under the supervision of the Science-Policy Programme Coordinator):

- Operational planning of projects in coordination with other team members, in particular with other Project Managers;
- Development of project documentation;
- Implementation of project activities in accordance with the Terms of Reference established for each project;
- Assistance in planning project budgets and monitoring expenditures;
- Assistance in periodic reporting on project activities to project donors, partners, and IUFRO bodies;
- Assistance in the implementation of project-related communication and public relations activities;
- Implementation of outreach activities and targeted dissemination of project information to policy makers and stakeholders, including through participation in relevant international meetings and conferences;
- Representation of IUFRO and its Science-Policy Programme in international events and intergovernmental processes.

Requirements:

Education, Experience, Technical Skills, and Competencies

- Master's degree (or higher) in forest sciences or related disciplines;
- Preferably early- to mid-career professional;
- Sound understanding of scientific processes with some degree of experience in scientific work and its publication;
- Ability to write, review, and edit texts for both scientific and non-scientific audiences;
- Interest in and knowledge of international forest-related political processes, as well as global sustainable development topics;
- Experience in planning and implementing projects;
- Experience in working for a research facility or with an international platform is desirable;
- Fluency in written and oral English is essential, command of additional UN languages (French, Spanish, Russian, Arabic, Chinese) or German is an advantage;
- Common computer literacy is expected.

Personal Attributes and Competencies

- Ability to work independently in a well-structured and goal-oriented manner;
- Excellent interpersonal and communication skills as well as good team player qualities;
- Ability to effectively and positively interact with people in a multi-cultural and multi-disciplinary environment;
- Skills in personal organisation, planning, priority setting, and managing multiple tasks;
- Attention to detail;
- Ability to work well under pressure;
- Willingness and ability to travel to international meetings.

Work Environment and Salary

- Duty Station: IUFRO Headquarters, Marxergasse 2, 1030 Vienna, Austria.
- Working language is English, the main language spoken in Austria is German.
- IUFRO offers a contract for a full-time position starting 1 July 2023 with 40 working hours a week and an annual leave of 5 weeks (25 workdays).
- Salary will be consistent with an appointment with international NGOs based in Vienna, Austria.

Application Process

- A complete application will include the following documents:
 - A letter from the applicant summarising relevant experience and qualifications, and the motivation for applying for the position;
 - The applicant's full Curriculum Vitae.
- Deadline for applications is 19 May 2023, 11:59 p.m. CEST.
- Interviews with shortlisted candidates will be conducted virtually.
- Applications shall be addressed to:

Dr Christoph Wildburger, Science-Policy Programme Coordinator, wildburger@iufro.org

and copied to:

Ioana Grecu, Administrative Manager, grecu@iufro.org