Vacancy Announcement: GFEP Project Manager

IUFRO, the International Union of Forest Research Organizations, is the global network for cooperation in forest science and represents more than 15,000 scientists from about 650 member organizations located in over 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 Global Forest Expert Panels (GFEP) Programme aims at effectively communicating 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: www.iufro.org/science/gfep.

IUFRO is seeking a GFEP Project Manager based at IUFRO Headquarters in Vienna, Austria. The GFEP Project Manager will be responsible for the operational planning and implementation of projects in the framework of the GFEP Programme and will be reporting to the GFEP Programme Coordinator. This full-time position in an international environment requires a flexible management of assigned tasks and the ability to independently structure one’s own work.

Responsibilities:
Under the supervision of the GFEP Programme Coordinator:
- Operational level planning of GFEP projects in coordination with other GFEP Project Managers and relevant members of the GFEP Team;
- Implementation of project activities in accordance with the Terms of Reference established for each specific project;
- Implementation of outreach activities and targeted dissemination of project information to policy makers and stakeholders, including through participation in relevant international meetings and conferences;
- Assistance in implementation of project related communication and public relations activities;
- Assistance in planning of project budgets and monitoring of expenditures
- Assistance in periodic reporting on project activities to project donors, partners and IUFRO bodies.

Requirements:

Education, Experience, Technical Skills and Competencies
- Master’s degree (or higher) in forest sciences or related disciplines;
- Good understanding of scientific processes with some degree of experience in scientific work and its publication;
- Interest in and basic 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 German or additional UN languages (French, Spanish, Russian, Arabic, Chinese) 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;
- 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 September 2020 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 summarizing her/his experience and qualifications, and the motivation for applying for the position;
  - The applicant’s full curriculum vitae.
- Deadline for applications is the 1 June 2020, close of business CET.
- Interviews with shortlisted candidates will be conducted virtually.
- Applications shall be addressed to:
  **Dr. Christoph Wildburger, GFEP Programme Coordinator**, wildburger@iufro.org
  and copied to:
  **Eva-Maria Schimpf, GFEP Administrative Manager**, schimpf@iufro.org