Title
Contracts and Grants Officer
IIASA FINANCE AND GRANTS (FG) DEPARTMENT, GRANT MANAGEMENT (GM)

Institution
The International Institute for Applied Systems Analysis (IIASA) is an international research institute that advances systems analysis and applies its research methods to identify policy solutions to reduce human footprints, enhance the resilience of natural and socioeconomic systems, and help achieve the Sustainable Development Goals.

Position
The Grant Management (GM) team partners with the IIASA scientific community in the advancement of the institute’s research agenda by providing expertise and tools to support sponsored research activities. The team supports the whole life cycle of research sponsorship: providing expertise in proposal preparation; checking and negotiating proposals, contracts, and grants to ensure compliance with IIASA policies; and coordinating and managing substantive and financial deliverables. We are looking for an experienced Contracts and Grants Officer to join the team.

Responsibilities
MAIN DUTIES AND AREAS OF RESPONSIBILITY
• Facilitate the preparation of proposals once a potential funding source has been identified by ensuring compliance with all application requirements in terms of budgets, substance, and compilation of all relevant legal and administrative materials.
• Assist Principal Investigators (PIs) in the costing and budgeting aspects of research proposal submission.
• Act as a contract/project management liaison for funding agencies/donors as well as internally for research programs and service departments within the organization.
• Provide support to targeted initiatives to communicate financial information externally and internally.
• Develop and maintain spreadsheets, databases, and various operational tools applicable to contract/project management.
• Prepare financial statements and expenditure reports on contract/project funding for PIs, funding agencies and others as required.
• Ensure that project accounts are managed in accordance with all applicable external funders and IIASA internal requirements (compliance).
• Keep accurate notes and records of financial and other actions in contract files.
• Coordinate and oversee compilation of relevant supporting documentation for financial reports, such as time sheets, meeting minutes, procurement documentation, progress reports etc.
• Organize and facilitate independent project audits on funds as required, to ensure an auditable environment taking the increased demand for public accountability and an ever-growing regulatory environment into account.
• Liaise with the colleagues responsible for the IIASA Management Information System (MIS) regarding the development of GM applications, and respectively, provide technical support to colleagues within the GM team.
• Set up cooperation agreements and subcontracts as required by externally funded research projects.
• 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

QUALIFICATIONS AND EXPERIENCE:
• A university degree (or equivalent) in public or business administration, finance, or related field or several years of closely related work experience.
• Project and grant management experience, including financial planning, forecasting, budgeting, costing, and reporting, and exposure to related legal and financial aspects in addition to an advanced understanding of EC (Horizon Europe, H2020 etc.,) and other public funding mechanisms (FWF, FFG) and financial auditing practices.
• Experience working in an international, multi-cultural environment, preferably within a research setting.

EXPERTISE AND COMPETENCIES:
• Full fluency in English and German, with strong interpersonal and communication skills on all levels.
• Strong IT skills (Databases, Microsoft Office etc.,) and the ability to apply technological tools relevant to the job (training on the institute’s Management Information System (MIS) will be given).
• Proven, excellent organizational skills and the ability to work independently to meet strict time deadlines and handle multiple tasks simultaneously.
• Conscientious and efficient in meeting commitments and achieving results while operating in compliance with organizational rules and regulations.
• Solution- and detail-oriented, even when carrying out routine administrative tasks.
• Ability and willingness to take initiative and explore/learn new tools that facilitate grant and project management, and to keep abreast of developments in the profession.
• Demonstrated ability to work independently and in close cooperation 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 department/ institute.

Appointment terms
Candidates should be available to take up the position as soon as possible in 2022 (start date negotiable). We offer an initial fixed-term, full-time employment contract for one year, with the intention to extend to an open ended contract 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 allowance.
• 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.
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: 21 August 2022
Contact

Further Information
https://iiasa.ac.at/employment/job-openings
For further information about this opportunity, please contact:
Ms. Monica Manchanda, Manager, Grant Management (GM):
manchand@iiasa.ac.at
For general information, please contact: recruitment@iiasa.ac.at

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 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).