

Deadline: 21 September 2022



APPLY 52/2022

# Human Resources Officer

## IIASA HUMAN RESOURCES (HR) DEPARTMENT

**If you have broad experience in human resources, a passion for HR, and enjoy working with motivated people from all over the world, we look forward to hearing from you.**

### THE ROLE

Your role as an HR Officer will be far from one-dimensional. You will engage in a wide range of tasks encompassing the complete employee life cycle and work on the development and implementation of various HR projects and processes. You will act as point of contact for staff and management with the aim of ensuring effective support and adding maximum value.

### MAIN DUTIES AND RESPONSIBILITIES

- Work on the further development and implementation of several HR initiatives and tools like onboarding, performance and talent management, job-leveiling, compensation and benefits, diversity initiatives (e.g., Gender Equality Plan).
- Support organizational advancement and change by developing, implementing, and updating human resource policies and procedures for key HR processes in line with Austrian labor law and institutional requirements.
- Support in the optimization of existing processes within the HR department, and implementation of new ones as needed.
- Support our staff and supervisors by bringing in new ideas and methods for attracting, engaging, and developing top talents within the international research field.
- Manage HR personnel files efficiently, keeping them up-to-date and ensuring compliance with all legal aspects.
- Establish professional training and development initiatives based on institutional needs and goals.
- Support with the maintenance of the personnel database including the reflection of contractual changes accurately in the system.
- Work collaboratively with HR colleagues to design and present training events in respect of HR policies and guidance materials.
- 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 REQUIREMENTS

- Academic degree in Human Resources, or other relevant area.
- Proven experience as a HR professional, and a good understanding of general human resources policies and procedures (experience in an international/multi-cultural environment and/or in a research environment will be considered an asset).
- Full fluency in English and German (written and verbal), as well as good working knowledge of Austrian labor and social law (essential).
- Expertise in specific HR areas advantageous i.e., performance management, international hiring, and training and development.
- Meticulous attention to detail and a demonstrated ability to multi-task and prioritize.
- Hands-on mentality, achievement oriented with demonstrated problem solving abilities.
- Well-developed interpersonal and relationship-building skills, a collaborative and friendly manner, and the ability to maintain a high level of confidentiality and sensitivity.
- Strong IT skills and the desire to improve the efficiency of processes.
- Good sense of humor and able to work independently as part of a close-knit HR team with individuals from many different national, cultural, and academic backgrounds.

## APPOINTMENT TERMS

The selected candidate 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 (40 hours per week) employment contract for one year, with the possibility for extension to an open-ended contract thereafter. 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.

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

## WE OFFER

A *minimum* gross full-time (40 hours per week) annual salary of 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.

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 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:

[recruitment@iiasa.ac.at](mailto: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: 21 September 2022**

**APPLY**