

The International Union of Forest Research Organizations (IUFRO), an international non-governmental organisation is seeking a qualified person to work at its Headquarters in Vienna, Austria as a

## **Junior Project Administrator**

IUFRO, the largest global network for forest science cooperation with 650 member institutions in more than 125 countries provides a comprehensive framework for advancing the state of knowledge and promoting research excellence in tackling the multiple biophysical, social and economic problems facing the world today. Amongst others, IUFRO implements a comprehensive training programme for forest scientists in economically disadvantaged countries in Africa, Asia and Latin America through its Special Programme for Development of Capacities (SPDC).

**Your tasks** in assisting in the administration of the Special Programme for Development of Capacities include:

- Travel bookings (flights, hotels, visa procurement, transport);
- Event and workshop management (venue, catering, local logistics);
- Communication with international participants;
- Preparation and maintenance of participant records (database management);
- General administration including preparation of quotations, invoices and accounting vouchers; and
- Bank to bank transfers and record keeping.

### **Your profile**

- Completed commerce or business education (i.e. Handelsakademie, Handelsschule or equivalent education);
- Good numeracy skills;
- PC literacy (particularly Excel spreadsheets, MS Office);
- Good command of English (other languages would be an asset);
- Reliable and accurate way of working; and
- Interest to work in a multi-cultural team.

### **Our offer**

- Minimum gross salary for this position (30 working hours/week): EUR 2.000/month;
- Depending on qualification and work experience a higher salary in line with general market terms could be considered;
- Start of position: as soon as possible.

Did we catch your interest? If yes, please send your application by email to Dr. Michael Kleine ([kleine@iufro.org](mailto:kleine@iufro.org)). Application deadline is 31 January 2020.