

IUFRO Position Announcement: Partnership Manager for science-business platform TEAMING UP 4 FORESTS

IUFRO is looking for a **Partnership Manager** for the science-business platform TEAMING UP 4 FORESTS to be based at IUFRO Headquarters in Vienna, Austria.

TEAMING UP 4 FORESTS is a science-business platform addressing key challenges for the sustainable provision of wood-based products to meet societal demands and thereby supporting the achievement of the UN Sustainable Development Goals. The platform was founded by IUFRO and Mondi in 2021 as a bilateral partnership and aims at inviting more industry partners to join. More information at: <https://teamingup4forests.com/>

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. Its members are research institutions, universities, and individual scientists as well as decision-making authorities and other stakeholders with a focus on forests and trees. IUFRO was founded in 1892, and is a non-profit, non-governmental organization. More information at: <https://www.iufro.org/>

Your tasks and responsibilities

The Partnership Manager will support the platform's activities and strategic initiatives, partnership coordination, administration and outreach efforts. You will work under the guidance of the Lead Partnership Manager (LPM) and closely with the partnership team including representatives of both partners, advisors and communicators. Main tasks include:

- 1) Assist the **coordination between partners**, including:
 - provide administrative assistance for all internal partnership meetings (briefing notes, scheduling meetings, communication and presentations)
 - support communication and information exchange between partners
 - support partnership expansion efforts
- 2) Contribute to **planning and implementation of workstreams and activities**, including:
 - support conceptual development, planning and organization of partnership events including administrative assistance for event arrangement
 - contribute to conceptual development of scientific knowledge products
 - participate in outreach activities and targeted dissemination of project information to stakeholders, including participation in relevant events
 - advance efforts to implement diversity, equity and inclusion aspects in the partnership activities
- 3) Assist and support **project management** tasks, including:
 - develop annual workplans and timelines and monitor progress
 - support project reporting on budgets, expenditures and activities
 - support project-related communication and public relations activities
 - take on administrative tasks (e.g. travel arrangements, mailings, notetaking)
 - Perform additional tasks as requested by the LPM to ensure smooth operations

Profile and skills

- Qualifications: Master's degree in Forest Sciences, Natural Resources Management, International Relations, or related disciplines.
- Experience: Early career professional with experience in international or scientific organizations or corporate businesses. Additional experience in project management and stakeholder engagement is an asset.
- Knowledge of forest-related sciences and sustainability aspects.
- Strong organizational, interpersonal, and communication skills.
- Fluency in written and oral English is essential, command of additional UN languages (French, Spanish, Russian, Arabic, Chinese) or German is an advantage.
- Proficiency in MS365, and adaptability to digital tools.
- Ability to work in a multi-cultural and multi-disciplinary environment.

We value team members with diverse backgrounds and experiences.

What we offer you

- Inclusive workplace: We value diversity and offer flexible arrangements to support personal and professional needs. Our working language is English.
- Vienna-based team: Our Vienna office provides a collaborative workspace with public transport passes, food vouchers, and an inclusive environment.
- Position details:
 - 30-40 hours per week (negotiable), with five weeks annual leave.
 - Salary will be consistent with an appointment with international NGOs based in Vienna, Austria.
 - Start date: as soon as possible.
 - The position is foreseen until December 2027, with possibility for extension.
 - Location / duty station: Marxergasse 2, Vienna, Austria

At IUFRO, we embrace team members that reflect a broad range of backgrounds and bring a multitude of perspectives and experiences to the team. Therefore, we encourage applications from underrepresented groups.

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
- Optional: Letter of recommendation or relevant supporting documents

Deadline for applications is Sunday, 22 December 2024, 11.59 p.m. CEST.

Interviews with shortlisted candidates will be conducted virtually mid-January.

Applications shall be addressed to:

Maja Radosavljevic, Partnership Manager, radosavljevic@iufro.org and

Carola Egger, Project and Partnership Manager, egger@iufro.org

Please use the subject line: Application for Partnership Manager TEAMING UP 4 FORESTS.