

Job description Joint IFSA/IUFRO position:

Title of Job: Junior Professional Officer, IFSA/IUFRO Joint Position

Position Description

The contract offers a full-time position (total 40 working hours per week), divided equally between the International Forestry Students Association (IFSA) and the International Union of Forest Research Organizations (IUFRO).

General responsibilities for IFSA are to provide administrative support to the association's Board and the association in general through conducting and organizing administrative duties and activities including knowledge management and keeping of archives. Moreover contributing to the continuity and efficiency of the association, and assisting IFSA Officials, are major tasks. The Junior Professional Officer reports to the IFSA Direction.

The general tasks related to IUFRO aim at assisting in research synthesis, thematic networking, linking science and policy, and assessing the impact of IUFRO's outputs. Furthermore, the position aims to assist in conceptualizing and implementing joint IFSA-IUFRO activities, especially the Joint Task Force of Forest Education. The Junior Professional Officer reports to the IUFRO Executive Director.

This full-time junior position in an international environment requires a flexible management of assigned tasks and the ability to independently structure one's own work.

Specific Responsibilities of the Job

IFSA:

Main responsibility is to support IFSA officials in their administrative tasks. Amongst others the responsibilities include:

- Maintenance of IFSA databases and archives according to instructions by the Executive Secretary and Council;
- Support of the association's knowledge management;
- Compilation of official and internal documents;
- Assistance to IFSA Treasurer in financial administration;
- Support of preparation for IFSA statutory meetings;
- Assistance in the maintenance of IFSA communication channels, especially mailing lists, social media and website;
- Support the IUFRO LO in the development of the cooperation between IFSA and IUFRO.

IUFRO:

The position supports the IUFRO HQ with all assigned tasks on day-to-day basis. The responsibilities include:

- Assistance in implementation of existing thematic networking projects and in conceptualizing new ones (especially related to IUFRO SPDC and other projects as the needs arise);
- Facilitation in drafting, editing and proof-reading of project results;
- Assistance in donor intelligence and in drafting project proposals for submission to international donors/partners;

- Assistance in providing coordinated input by IUFRO to the international policy processes it is involved in.

Through these tasks, the Junior Professional Officer's work will contribute to further develop synergies between IFSA and IUFRO.

JOINT RESPONSIBILITIES:

- Provide organizational and intellectual support to the Joint Task Force;
- Assist in the establishment and implementation of potential additional joint activities;
- Assist in mobilizing resources for such joint activities;
- Assist in implementation of collaborative activities, such as those included in the IUFRO Strategy 2015-2019 Action Plan.

Required Knowledge, Skills and Abilities

1. General Requirements

- Up to 30 years of age;
- Proficiency in English: language diploma or certificate at B2 level (*in particular, the following diplomas and certificates are recognized as evidence of proficiency in English – Cambridge Certificate, TELC, IELTS diploma, TOEIC diploma, TOEFL diploma*)
- Working knowledge in German, French or Spanish is an asset;
- High level of motivation;
- Flexibility on working on given tasks;
- Work Experience in IFSA is a strong asset;
- Work Experience in other international (forestry) organization is an asset;
- Availability for meetings of IFSA and IUFRO governing bodies;

2. Education and Experience

- Completion of Bachelor degree (or equivalent) in forestry or forest-related studies with a minimum duration of 3 years, or recent graduates with higher degree in forestry or forest-related studies;
- Experience as an IFSA official is a strong asset;
- Participation in past International Forestry Students Symposia is an asset.

3. Physical Demands

- Usual office job;
- Physical ability to carry out frequent duty travels.

4. Work Environment

- International student association in cooperation with an international scientific network;
- Duty Station: IUFRO Headquarters, Marxergasse 2, 1030 Vienna, Austria;

Assignment period

Calendar year 2016, starting at the beginning of January 2016.