

The BOKU University is currently seeking a

Coordinator of the Strategic Cooperation between BOKU and the Federal Environment Agency

(Reference code: 169)

Extent of employment: 20 hours per week
Duration of employment: 1st of October 2024 - permanent

Workplace: Vienna

Gross monthly salary and pay grade in terms of collective agreement for university staff (payable 14 times per year): IVa, € 1.633,10

Responsibilities

The BOKU University (University of Natural Resources and Life Sciences, Vienna) and the Umweltbundesamt GmbH (Federal Environment Agency) are looking for a coordinator for the BOKU-Umweltbundesamt strategic cooperation. You will be responsible for coordinating the activities of the BOKU-Umweltbundesamt Strategic Cooperation and for the further development of the cooperation in terms of topics and content. Priority must always be given to the research aspect. The specific tasks are:

- Coordination of the BOKU-Umweltbundesamt strategic co-operation
- Contact and exchange with existing internal and external research networks
- Organising events, meetings and workshops on strategic cooperation topics
- Monitoring and documentation of co-operation activities
- Reporting to the advisory board and the steering group
- Contact with cooperation partners at BOKU and the Federal Environment Agency
- Accompaniment and support in the development and elaboration of research projects including the coordination of legal framework conditions
- Overview of relevant and current (tender) topics and funding mechanisms

Desirable skills and qualifications

- Doctoral degree in natural or social sciences, Degree from BOKU University (University of Natural Resources and Life Sciences, Vienna) is an advantage
- Sound research experience in the major thematic areas of strategic cooperation (water, soil, biodiversity, climate, circular economy, pollutants, environmental IT)
- Sound publication experience
- Project management experience
- Knowledge of and experience with international and European research programmes (e.g. HEU) and national funding instruments (e.g. ACRP)
- Understanding of environmental issues
- Excellent communication skills
- Above-average organizational skills
- Identification with the mission of the BOKU University (University of Natural Resources and Life Sciences, Vienna) and the Umweltbundesamt GmbH (Federal Environment Agency)
- Knowledge of the research priorities of BOKU and the thematic priorities of Umweltbundesamt GmbH
- Knowledge of the administrative processes and legal framework conditions for handling projects under different funding conditions

- ❖ IT skills (MS Office, presentation techniques, Internet and database research techniques, video conferencing tools)
- ❖ Team & conflict management skills
- ❖ Solution-orientation
- ❖ Negotiation skills
- ❖ Emotional intelligence & tolerance
- ❖ Reliability
- ❖ Independence, initiative, proactive behaviour
- ❖ Completed basic military service, civilian service or certificate of unfitness (for male applicants)
- ❖ Language skills: German & English, business fluent and fluent in spoken and written

Applications can be submitted until: 30th of August 2024

University of Natural Resources and Life Sciences Vienna seeks to increase the number of its female faculty and staff members. Therefore qualified women are strongly encouraged to apply. In case of equal qualification, female candidates will be given preference unless reasons specific to an individual male candidate tilt the balance in his favour.

People with disabilities and appropriate qualifications are specifically encouraged to apply.

Please send your job application incl.

- ❖ motivation letter
- ❖ CV
- ❖ Description of previous relevant research/professional experience
- ❖ Proof/listing of publications / studies / certificates / international activities
- ❖ Proof of project management activities
- ❖ Copies of certificates (school leaving examination, degree, military service, work, etc.)
- ❖ Salary expectations

to Personnel Management, University of Natural Resources and Life Sciences, Peter-Jordan-Straße 70, 1190 Vienna; E-Mail: recruiting@boku.ac.at. **(Reference code: 169)**

We regret that we cannot reimburse applicants travel and lodging expenses incurred as part of the selection and hiring process.

www.boku.ac.at