

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 on *Education on Forests*. 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;
- 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 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.

Required Knowledge, Skills and Abilities

1. Job Requirements

- High level of motivation;
- Fluency in English;
- Working knowledge in German, French or Spanish is an asset;
- 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;
- EU-citizenship.

2. Education and Experience

- At minimum third year (Bachelor) Forestry Student or recently finished 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;
- Casual language spoken at the office is German.

Assignment period

The job is attached to the IFSA year and will begin in November 2014. The contract will be for one year with the possibility of extension.