

VIỆN HÀN LÂM KHOA HỌC  
VÀ CÔNG NGHỆ VIỆT NAM

CỘNG HOÀ XÃ HỘI CHỦ NGHĨA VIỆT NAM  
Độc lập - Tự do - Hạnh phúc

Số: 501/VHL-HTQT

Hà Nội, ngày 16 tháng 3 năm 2018

V/v thông tin tuyển dụng của

VIỆN CÔNG NGHỆ THÔNG TIN IIASA	
<b>ĐẾN</b>	Số:.....26.....
	Ngày:.....21/3/2018.....
	Chuyên:.....

Kính gửi: Viện Công nghệ thông tin

Viện Phân tích Hệ thống Ứng dụng quốc tế (IIASA) gửi thông báo tuyển dụng nhân sự của IIASA như sau:

- Vị trí: Ecosystem Services and Management Program Manager (ESM Manager – Tạm dịch: Giám đốc Chương trình Quản lý và Dịch vụ hệ sinh thái).

- Địa điểm làm việc: Tại Cộng hòa Áo.
- Hình thức đăng ký: Trực tuyến.
- Thông tin chi tiết trong tài liệu đính kèm.

Viện Hàn lâm Khoa học và Công nghệ Việt Nam thông báo để quý Cơ quan biết và cử cán bộ tham gia ứng tuyển.

Trân trọng cảm ơn sự hợp tác của quý Cơ quan./.

**Nơi nhận:**

- Như trên;
- Lưu: VT, HTQT.

TL. CHỦ TỊCH  
TRƯỞNG BAN HỢP TÁC QUỐC TẾ



Ninh Khắc Bản

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**Fwd: Job Opportunity - ESM Project Manager**

1 message

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**Ninh Khắc Bản** <ninhkhacban@vast.vn>  
To: tran ngochue <hue.tranngoc@gmail.com>

Fri, Mar 16, 2018 at 8:04 AM

Chau xu ly thu nay giup chu nhe

----- Tin nhắn chuyển tiếp -----

Gửi từ: "HARRISON Alia" <harrison@iiasa.ac.at>

Gửi tới: "nmo-l@iiasa.ac.at" <nmo-l@iiasa.ac.at>

Đã gửi: Thứ Năm, 15 Tháng Ba, 2018 9:46:01 Ch

Chủ đề: Job Opportunity - ESM Project Manager

Dear Council Members and NMO Secretaries,

The Ecosystem Services and Management Program (ESM) at IIASA is recruiting a Project Manager who will work within the Program to coordinate an international and interdisciplinary research project.

The position:

The Project Manager will work with other IIASA staff to manage the administration and logistical needs of the RESTORE+ project. They will work with scientific staff to ensure seamless integration between timely deliveries of the projects' administrative requirements and the projects scientific outputs. They will also act as the central point of contact in all communication and coordination related to administrative needs with project leadership, project partners, and stakeholders, including preparation of written correspondence. We also encourage applicants with academic strength and strong research interests who would like to use this position to transition toward exploratory research work that are relevant to the project activities.

Tasks and responsibilities:

- Support the RESTORE+ Principal Investigator and the coordination team at IIASA in monitoring and coordinating internal research groups, project partners and stakeholders to ensure scientific excellence and policy impact of RESTORE+ project deliverables
- Manage and execute RESTORE+ project contractual and financial administration to support the Finance and Sponsored Research Department in ensuring administrative and financial compliance of RESTORE+ project execution according to funder's requirements
- Ensure effective communication between internal support departments and research groups, RESTORE+ project leadership, project partners and stakeholders
- Coordinate and execute logistical and communication tasks of the RESTORE+ project
- Support research tasks of RESTORE+-complementary projects within and beyond the tropics including Tropical Futures Initiative and other related ESM activities.

Requirements:

- Excellent understanding of budgeting, project financial management; experienced with managing budgets, financial reporting, and supporting partner organizations in their financial admin

- At least five years' experience in project management preferably in the research areas of environment related to the topics of land use, climate or development
- Experience in academia, government, business, NGOs, and/or international organizations desirable
- Excellent organizational and time management skills, and high attention to detail
- Able to work effectively under pressure, and prioritize own workload while managing multiple tasks with ease
- Highly proficient in both written and spoken English coupled with excellent communication skills
- Good interpersonal skills and readiness to work within a diverse and multi-cultural team environment.

Further details about the opportunity can be found here .

Please assist us in soliciting as many suitable applications as possible by distributing this information to all potentially interested parties.

Best wishes from Laxenburg,

Alia

Alia Harrison (Ms.)  
Recruitment Coordinator

Human Resources Department

International Institute for Applied Systems Analysis

Website: [www.iiasa.ac.at](http://www.iiasa.ac.at) | Title: linkedin - Description: linkedincid:image003.png@01D00A64.FFDC9D40cid:image004.png@01D00A64.FFDC9D40cid:image005.png@01D00A64.FFDC9D40cid:image006.png@01D00A64.FFDC9D40

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#### 5 attachments

 **image001.jpg**  
1K

 **image002.png**  
1K

 **image003.png**  
1K