

## Position Vacant: MRI Scientific Project Officer (50-60% FTE)

### Background

The Mountain Research Initiative (MRI), supported by the Swiss Academies of Sciences, is an international network that connects researchers and promotes global change research in mountain regions worldwide. The MRI Coordination Office, hosted at the Centre for Development and Environment at the University of Bern, Switzerland, serves as a central and enabling hub whereby flagship activities, synthesis workshops, working groups, events, and online platforms bring researchers and stakeholders from diverse disciplines and backgrounds together. For more information, please visit [www.mountainresearchinitiative.org](http://www.mountainresearchinitiative.org).

To fulfil its mission, MRI seeks an enthusiastic and motivated **SCIENTIFIC PROJECT OFFICER** to assist in the planning, coordination and execution of tasks for diverse projects and activities that are managed for the MRI network at the MRI Coordination Office. MRI offers a great opportunity to develop and enhance a professional profile, including networks, and apply scientific and other transferable skills to support a vibrant global research community.

### Key Tasks and Responsibilities

- Support the MRI Executive Director in the coordination and implementation of tasks related to MRI Flagship and Community-led activities, including technical and/or scientific input to the design, analyses or reporting of tasks and deliverables, as applicable;
- Liaise and coordinate with members of the MRI's Science Leadership Council, MRI Working Group leads, regional partners and other external stakeholders to promote the visibility of mountains and mountain research within scientific organizations and networks;
- Assist in the planning, coordination and facilitation of events, such as workshops, seminars and conferences;
- Support the MRI Communications Manager with the research and development of relevant scientific content for publications, newsletters, social media and other communication channels;
- Oversee the regular maintenance of the MRI Experts Database;
- Participate and contribute to other MRI Coordination Office activities, including assisting in the drafting of funding proposals to support MRI's activities, administration support and supervision of student assistants and/or interns, where required.

### Desirable Skills & Qualifications

- MSc degree in geography, environmental sciences or other related field, with demonstrable experience and track record of commitment to, and knowledge of, mountain regions and people;
- Strong analytical and scientific reporting skills, including computer skills;
- Ability to manage multiple projects and deadlines simultaneously, adopting an organized, efficient and independent and yet collaborative work style;
- Excellent intercultural communication, interpersonal and presentation skills;
- Spoken and written proficiency in English, as well as German and/or French;
- Experience with planning, coordinating and/or facilitating scientific events and meetings is an asset.

This is initially a 2-year fixed-term contract at 50-60% FTE, starting from 1 October 2020, with possibility for renewal. Salary is set in accordance with the University of Bern and the employment conditions of the Canton of Bern.

### Application

Please send a letter of interest with a 4-page max. CV, including the names of 2 referees, as a single PDF to [uri@mountainresearchinitiative.org](mailto:uri@mountainresearchinitiative.org), with **MRI Scientific Project Officer (50-60% FTE)** in the subject of the email. Applications are accepted until Friday 10 July 2020, or until a suitable candidate is found. Shortlisted candidates must be available to attend an interview (in person or virtual), to be scheduled in the second half of August 2020.

For any questions, please contact Dr Carolina Adler (MRI Executive Officer) at [carolina.adler@cde.unibe.ch](mailto:carolina.adler@cde.unibe.ch)