Position Vacant: MRI (Senior) Scientific Project Officer (60% FTE)

Background
Founded in 2001, the Mountain Research Initiative (MRI) is a global research coordination network that connects 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, supports this network through research-enabling activities such as synthesis workshops, working groups, and events that bring researchers and stakeholders from diverse disciplines and backgrounds together. For more information, please visit www.mountainresearchinitiative.org. To fulfil its mission, the MRI Coordination Office is seeking a motivated (SENIOR) SCIENTIFIC PROJECT OFFICER, based in Bern, Switzerland, to assist in the planning, coordination, management, and execution of tasks for diverse projects and activities that are carried out within the network.

Key Tasks and Responsibilities
- Support the MRI Executive Director in the coordination, management, and implementation of tasks related to MRI Flagship Activities and Community-Led Activities, including regular reporting on their progress and outcomes, as applicable.
- Liaise and coordinate with the MRI Governing Body (MRI Board and Science Leadership Council), MRI Working Group leads, global and regional external partners, and stakeholders to promote the visibility of mountains and mountain research within scientific organizations, networks, and science-policy fora and platforms.
- Assist in the planning, coordination, and facilitation of events, including workshops, webinars, seminars, research meetings, and conferences.
- Support the MRI Communications Manager with the research and development of relevant content for publications, newsletters, social media, and other communication channels, as required.
- Oversee the regular maintenance of the MRI Experts Database, as well as quarterly data compilation relating to MRI activities for internal reporting purposes.
- Participate and contribute to other MRI Coordination Office activities, including administrative support and co-supervision of student assistants and/or interns, when required.

Skills & Qualifications
- A BSc/BA or Master’s degree in Earth sciences (e.g. geography), environmental studies, social sciences and humanities, or other related fields; a demonstrable interest and/or experience in facilitating inter- and transdisciplinary collaborations relating to mountain research is a clear advantage.
- At least 1-2 years’ experience and/or strong interest in engaging at the science–policy–practice interface; knowledge of relevant regional and/or global policy processes that offer opportunities for mountain research is a plus.
- At least 1-2 years’ experience with planning, coordinating, and/or facilitating scientific events and multi-stakeholder meetings.
- Strong analytical and reporting skills, including computer skills.
- Ability to manage multiple projects and deadlines simultaneously, adopting an organized, efficient, and independent yet collaborative work style as part of a team.
- Excellent intercultural communication, interpersonal, and presentation skills.
- Spoken and written proficiency in English is required, with knowledge of German and/or French desirable.

What we offer
The University of Bern offers very attractive working conditions, with the MRI offering great prospects to develop and enhance a professional profile, build networks, and apply scientific and other transferable skills to build and support a vibrant global research community. The position is initially a 2-year fixed-term contract at 60% FTE, starting no later than 15 January 2024 (preferably earlier), with possibility for renewal depending on funding availability. The position is based at the MRI Coordination Office and the salary is set in accordance with the University of Bern and the employment conditions of the Canton of Bern.

Application
To apply, please complete the online application form, and upload the following supporting documents as a single PDF: a) Cover letter; b) Curriculum Vitae (4-page max., including the names and contact details of two referees; and 3) Letter of recommendation. Please do not send your application via email. Applications are accepted until 23:59 CEST, 11 October 2023, or until a suitable candidate is found. Notification of shortlisted applicants will be made via email to arrange an in-person interview, to be scheduled between October and early November 2023. For any questions regarding the position, please contact Dr Carolina Adler (MRI Executive Officer) at carolina.adler@unibe.ch.

- MRI, 13 September 2023