

Position Vacant: MRI (Senior) Project Coordinator (0.6 – 0.8 FTE)

Background

Since 2001, the Mountain Research Initiative (MRI) has served as a global research coordination 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 (CDE) at the University of Bern, Switzerland, coordinates this network through knowledge creation-enabling activities such as syntheses workshops, working groups, events, and platforms that bring researchers and stakeholders from diverse disciplines, practice, and backgrounds together. For more information, please visit www.mountainresearchinitiative.org. To fulfil our mission, we are seeking a dynamic, motivated, and experienced all-rounder to join the MRI Coordination Office team as our **(SENIOR) PROJECT COORDINATOR**, based in Bern, Switzerland. In this crucial role for our organisation, you will coordinate, plan, manage, and execute a diverse portfolio of tasks for various projects and activities that are carried out for the network.

Key Tasks and Responsibilities

- Support the Executive Director in the planning, coordination, management, and implementation of tasks related to MRI activities, including support with official representation and related assignments, as required.
- Responsible for liaising and coordinating with the MRI Governing Body, MRI Working Group leads, other team members, network members, external project partners, and stakeholders to promote the visibility of mountains and mountain research within scientific organizations, networks, and science-policy fora and platforms.
- Responsible for planning, coordinating, and facilitating events such as workshops, webinars, seminars, research meetings, and conferences, including liaison with external experts and/or other resource personnel or contractors, as required.
- Provide technical inputs and/or contribute to the production of publications and/or other outputs resulting from MRI activities.
- Support in horizon-scanning, by exploring and contributing with your own ideas around prospects of strategic priority and importance for the MRI to further develop the network and contribute to our mission and objectives.
- Oversee the regular maintenance of the MRI Experts Database, and support with reporting tasks such as collecting data and information relating to outputs and outcomes of MRI activities, including analyses for monitoring, evaluation, and learning.
- Support and collaborate closely with the MRI Communications Manager with research and development of content for publications, newsletters, website, social media, and other outreach channels, as required.
- Participate and contribute to other MRI Coordination Office activities, including team meetings and exchanges with other MRI Coordination Office team members and CDE staff, administrative support, and co-supervision of assistants, as required.

Skills & Qualifications

- A Master's degree in Earth sciences (e.g. geography), environmental studies, social sciences and humanities, or other related fields, with a demonstrable interest and/or experience in research management or facilitating and motivating inter- and transdisciplinary collaborations relating to mountain research.
- At least 3 years' experience with project management, including planning, coordinating, and/or facilitating scientific events and multi-stakeholder meetings, with strong analytical and reporting skills, including computer skills.
- Experience and/or strong interest in engaging at the science-policy-practice interface; knowledge of relevant regional and/or global policy processes or research programmes that offer opportunities for mountain research is a plus.
- Ability to travel and manage multiple tasks and deadlines simultaneously, able to anticipate needs while 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 being highly desirable.

What we offer

The University of Bern offers very attractive and flexible working conditions, with the MRI offering great prospects to develop and enhance a professional profile, build networks, and apply scientific and practical skills to help build and support a vibrant global research community. The position is initially a 1.5-year fixed-term contract, starting no later than 1 July 2025 (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. The CDE and MRI value diversity and equal opportunity, and therefore welcome all applications from qualified individuals who meet the required criteria.

Application

To apply, please complete the [online application form](#), and upload the following supporting documents **as a single PDF, with your surname as file name**: a) Cover letter; b) Curriculum Vitae (4-page max., including the names and contact details of two referees); and c) Letter of recommendation. Please, do not send your application via email. **Applications are accepted until 23:59 CEST, 31 March 2025**, or until a suitable candidate is found. Shortlisted candidates will be notified by email to arrange an in-person interview. For any questions regarding the position, please contact Carolina Adler at [carolina.adler\(at\)unibe.ch](mailto:carolina.adler(at)unibe.ch).