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Deadline 19 April 2026

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Full-time (40 hours per week)

Technical Facilities Management Officer | Gebäudetechniker:in

VACANCY 06/2026

IIASA is seeking an experienced facility management professional to join our team in Laxenburg, Austria, who will progressively expand their responsibilities over the coming years with a clear development perspective to grow into the Head of Facilities Management, while supporting and coordinating our FM services to ensure efficient and effective operations.

BACKGROUND

The incumbent will contribute to the technical operations of the IIASA Facilities Management department, including the facilities at Schloss Laxenburg, within the framework of an agreement under which IIASA is responsible for the upkeep and maintenance of the buildings entrusted to the institute.

MAIN DUTIES AND RESPONSIBILITIES

Operational and technical duties / technische und Operative Aufgaben

- Perform routine, preventive and emergency maintenance, repairs of buildings, facilities and installations (including HVAC, electrical installations, automated systems and equipment)
 - Support the planning, execution and monitoring of construction projects and routine maintenance and refurbishments
 - Keep informed and up to date on facility matters and preparing necessary documentation for management decisions
 - Reduce the carbon footprint of the IIASA technical operations (e.g., reducing current consumption of energy and water)
 - Manage office space allocations, office refurbishments, office moves and office supplies
 - Support the coordination of the IIASA catering services and domestic services
 - Coordinate the institute's vehicle fleet and the maintenance of the inventory database
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- Unterstützung bei der strategischen Weiterentwicklung der IIASA Gebäude und Anlagen unter besonderer Berücksichtigung ihres denkmalgeschützten Status
 - Mitarbeit bei der Planung, Umsetzung und Überwachung von Bauprojekten sowie bei laufenden Instandhaltungs- und Sanierungsarbeiten
 - Unterstützung bei der Durchführung von Notfallreparaturen an Gebäuden, Anlagen und technischen Systemen (z. B. HVAC, Elektroinstallationen, automatisierte Systeme)
 - Unterstützung bei der Aufbereitung relevanter Informationen und die Erstellung von Entscheidungsunterlagen zu gebäudebezogenen Themen
 - Mitwirkung bei Maßnahmen zur Reduktion des ökologischen Fußabdrucks der technischen IIASA-Betriebe (z. B. Senkung des Energie- und Wasserverbrauchs)
 - Vergabe und Verwaltung von Büroflächen, bei Büroadaptierungen, Umzügen und der Bereitstellung von Büromaterial
 - Mitarbeit der Koordination der IIASA-Cateringservices sowie der hausinternen Dienstleistungen (z. B. Gästeunterkünfte, Reinigung, Abfallmanagement)

- Unterstützung bei der Organisation des institutseigenen Fuhrparks sowie bei der Pflege und Aktualisierung der Inventardatenbank

Safety, security & compliance / Arbeits- und Gebäudesicherheit

- Carrying out activities to ensure that high occupational safety standards, including fire safety standards, are met and maintained
- Assist with the management of building security and access control for IIASA facilities
- Support with coordination, planning and implementation of regular inspections of technical installations, ensuring that all legal requirements are met

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- Unterstützung bei der Sicherstellung hoher Standards im Bereich Arbeits- und Brandschutz
 - Verwaltung der Gebäudesicherheit und Zutrittskontrolle für die IIASA-Gebäude
 - Unterstützung bei der Planung, Durchführung und Dokumentation regelmäßiger gesetzlich vorgeschriebener Überprüfungen technischer Anlagen

SKILLS AND REQUIREMENTS

- A technical diploma or a bachelor's degree in a relevant field, with at least 3 years of experience in a field relevant to the position (preferred technical building)
- Knowledge of Austrian legislation related to buildings and workplaces
- Experience in maintaining heritage-listed buildings would be an advantage
- Talent to deal with ad-hoc emergencies
- A service-oriented and hands-on mindset
- Team spirit with excellent communication skills and the ability to maintain a positive working atmosphere with individuals of different national and cultural backgrounds
- Good MS-Office skills
- Fluency in both **German and English** (the working language of the institute).
- Possession of a valid category B driving license

APPOINTMENT TERMS

We offer full-time employment, starting with a one-year contract with the intention to extend thereafter.

The place of work is the IIASA premises in Laxenburg, near Vienna in Austria.

The position is to be filled as soon as possible

WE OFFER

- A **tax-free** annual salary in Austria, starting at **least EUR 48,000.00 gross**, negotiable based on qualifications and experience, with deductions only for social security insurance.
- An international atmosphere and pleasant working environment in a historic market town surrounded by green areas.

IIASA salaries are:

- Not directly comparable with other employers in Austria, due to the unique legal status and privileges granted to IIASA.
- Subject to the principle of income aggregation (Progressionsvorbehalt in German).

ADDITIONAL BENEFITS

- Subsidized meals at the Schlossrestaurant canteen

QUALIFIKATIONEN

- Ein technisches Diplom oder Bachelorabschluss (HTL oder Fachhochschule), mit mindestens 3 Jahren Berufserfahrung in einem für die Position relevanten Bereich (bevorzugt Gebäudetechnik)
- Kenntnisse der österreichischen Gesetzgebung im Bereich Gebäude und Arbeitsplätze
- Erfahrung in der Betreuung von denkmalgeschützten Gebäuden ist von Vorteil
- Fähigkeit, ad-hoc Notfälle souverän zu bewältigen
- Dienstleistungsorientiertes Denken und praxisnahe Arbeitsweise
- Teamgeist sowie ausgezeichnete Kommunikationsfähigkeit um ein positives und konstruktives Arbeitsumfeld mit Kolleg:innen aus unterschiedlichen nationalen und kulturellen Hintergründen zu fördern
- Gute MS-Office-Kenntnisse
- Fließende **Deutsch- und Englischkenntnisse** (Arbeitsprache des Instituts)
- Führerschein der Kategorie B

KONDITIONEN

Wir bieten eine Vollzeitbeschäftigung, beginnend mit einem auf ein Jahr befristeten Vertrag mit der Absicht einer anschließenden Verlängerung.

Der Arbeitsort befindet sich in den Räumlichkeiten des IIASA in Laxenburg bei Wien, Österreich.

Die Position ist zum frühestmöglichen Zeitpunkt zu besetzen

WIR BIETEN

- Ein in Österreich **steuerfreies** Jahresgehalt von mindestens **EUR 48.000,00 brutto**, verhandelbar je nach Qualifikation und Erfahrung (Abzüge lediglich für Sozialversicherung)
- Ein internationales Umfeld und ein angenehmes Arbeitsklima in einer historischen Marktgemeinde, umgeben von Grünflächen.

IIASA-Gehälter sind:

- nicht direkt mit jenen anderer Arbeitgeber in Österreich vergleichbar, aufgrund des besonderen Rechtsstatus und der Privilegien, die IIASA gewährt werden
- dem Prinzip der Einkommensteueranrechnung (Progressionsvorbehalt) unterworfen

ZUSÄTZLICHE LEISTUNGEN

- Betriebskantine (Schlossrestaurant)

- Free on-site parking, free gym access, free access to the castle garden (Schlosspark)
- Educational subsidies for children of school age enrolled in private schools in Austria.

Further details here (<https://iiasa.ac.at/work-for-us/working-at-iiasa>).

- Freier Parkplatz und Fitnessraumnutzung, freier Eintritt in den Schlosspark
- Bildungskostenzuschüsse für schulpflichtige Kinder, die Privatschulen in Österreich besuchen.

Weitere Details finden Sie here (<https://iiasa.ac.at/work-for-us/working-at-iiasa>).

About IIASA

IIASA is committed to a working environment that promotes equality, diversity, tolerance and inclusion within its workforce. This is reflected in our [IIASA core values](https://iiasa.ac.at/about-iiasa/institute/iiasa-core-values) (<https://iiasa.ac.at/about-iiasa/institute/iiasa-core-values>). We encourage qualified candidates from all religious, ethnic, and social backgrounds to apply. In the case that candidates are equally qualified, preference will be given to applicants from countries where IIASA has a [Member Organization](https://iiasa.ac.at/members) (<https://iiasa.ac.at/members>).

Applications

To apply for this opportunity, you will need to provide the following documents:

- A cover letter outlining your motivation for and fit to the position
- Your Curriculum Vitae

Deadline for receipt of applications: 19 April 2026

APPLY (https://iiasa.onlyfy.jobs/application/apply/17xqqypmjovzz95x6vvy2ysxv0h6zyw?is_widget=1&_ps_widget_tokener)

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IIASA is committed to a working environment that promotes equality, diversity, tolerance and inclusion within its workforce. This is reflected in our [core values](#) and the [IIASA Gender Equality Plan \(GEP\)](#). We encourage qualified candidates from all religious, ethnic, and social backgrounds to apply. In the case that candidates are equally qualified, preference will be given to applicants from countries where IIASA has a [Member Organization](#).

Benefits overview



Support for international hires

- Comprehensive relocation services and allowances
- Assistance with finding housing
- Career support services for partners of mid-career and senior scientists
- Special travel and residency status that allows for easy travel within the Schengen area and for accompanying family members to work in Austria



Financial benefits

- Competitive salary exempt from income tax in Austria
- Tax-related benefits, including tax-free shopping privileges
- Paid home leave tickets every two years for employee and family
- 50% subsidy for registration and tuition fees for children at private schools in Austria
- Financial contribution to German lessons for children
- Contribution to severance provision fund



Insurance

- Various social security insurance options for state and/or private health and incapacity insurance
- Free group accident insurance
- Option for supplementary private health insurance
- Subsidized health insurance for family members



Work-life balance and family matters

- Part-time work arrangements
- Up to 100 home office days within Austria
- 5 weeks of regular annual leave, additional week of IIASA holidays, and all Austrian public holidays are observed as non-working days
- Consultancy leave for research scholars
- Paid parental leave and family allowance



Training and development

- Financial support for individual professional and scientific training
- Annual training programs and initiatives e.g., diversity, equity and inclusion training
- Framework for research career progression
- Regular performance and development reviews to support professional growth
- Programs for early-career and postdoc scientists



Health and wellbeing

- Access to physician services and occupational psychologist
- Health and vaccination campaigns
- Subsidy for computer glasses
- Small on-site gym (free)
- Subsidized sports events
- Subsidized canteen with freshly cooked meals

- Attractive work surroundings (imperial castle with free entry to the Laxenburg castle park)



Environment and atmosphere

- Diverse and international work environment with over 50 nationalities
- Work culture centered around our [core values](#) and [gender equality](#), diversity, and inclusion initiatives
- Well-established public transportation system linking to Vienna (30 minutes to Vienna main station)
- E-charging stations for bikes/cars, free parking
- Various sustainability practices, and opportunities to engage in green initiatives



Staff Social and Cultural Association (SOCU)

- Many social activities and events for a welcoming and vibrant community (e.g., intercultural day)
- Various subsidized sports, science, and hobby clubs
- Mentoring Program coordinated by women in science club