



VACANCY: PART-TIME ADMINISTRATION OFFICER

Background:

IWRA is an international, multidisciplinary member Association that fosters global dialogue, advances interdisciplinary research, promotes knowledge sharing, and strengthens institutional and community capacity to integrate science, policy and practice for sustainable and equitable water resources management worldwide.

For more information, visit: www.iwra.org

Position Summary:

IWRA is currently seeking a part-time Administration Officer to support the work of its geographically dispersed Executive Office Team. This role will assist in various administrative functions essential to the smooth running of the Association.

Key Responsibilities:

- Monthly book-keeping and coordination with the accounting firm
- Management of the “office” and other generic email inboxes
- Organisation of quarterly Board meetings (including preparation of documents, invitations, and minutes)
- Oversight of the membership platform, including reviewing and approving applications, and managing member invoicing and refunds
- Coordination and scheduling of IWRA Committees, Chapters and Task Forces meetings
- Ad hoc administrative support to the Executive Office

Candidate Profile:

Essential:

- Fluent in English
- Book-keeping experience
- Knowledgeable on book-keeping software tools (Xero, QuickBooks, etc.)
- Proficient in Microsoft Office (Word, Excel, PowerPoint) and Google Workspace
- Experience in a multicultural working environment
- Strong organisational skills
- Ability to manage multiple tasks simultaneously
- Able to work independently as well as collaboratively
- Excellent communication and interpersonal skills

Desirable:

- Knowledge of the water sector (e.g., natural or political sciences)
- Experience in organising international conferences
- Proficiency in other official UN languages (Arabic, Chinese, English, French, Russian, and Spanish)



Contract Duration:

12 months, renewable

Position Start Date:

The selected candidate is expected to start this position at the earliest opportunity possibly by mid-August 2025.

Payment & Working Conditions:

€1,650 / month (gross) on a consultancy basis (~20 hours/week)

IWRA operates remotely, with flexible working hours to be agreed upon with the Executive Director. However, candidates must be able to work within Central European Time (CET). A physical workspace is also available in Paris, France, if desired.

To Apply:

Please send your CV and a one-page letter of motivation addressed to **Mr. Ignacio Deregibus, Executive Director**, at office@iwra.org by **August 11, 2025**.