

## Creating a better future in a just and sustainable world – together!

The Wyss Academy for Nature is a Swiss foundation that co-designs and assesses innovative development pathways and conservation approaches. Our initiatives, rooted in scientific and other types of knowledge, stakeholder engagement, and the implementation of creative solutions, unfold within four regional stewardship hubs. These hubs are strategically positioned in East Africa (Kenya and Madagascar), South America (Peru), Southeast Asia (Laos and Thailand), and Europe (Switzerland). Our vision is to achieve a just and sustainable world in which nature conservation and human wellbeing reinforce each other.

We are a place of innovation, where research, business, policymakers, and communities come together to create solutions to pressing, interconnected problems such as climate change, biodiversity loss, land use change, and rising inequality.

We are looking for a highly organized and collaborative systems thinker to join our Synthesis Center and Research Unit as a:

## Research and Synthesis Operations Associate (Maternity Cover)

**Contract duration:** immediately or by agreement until 30 November 2026 (fixed-term contract)

**Location:** Kochergasse 4, 3011 Bern, Switzerland

**Apply by:** 22 March 2026

**Contract terms:** 100 %

### About the role

The Research Unit of the Wyss Academy for Nature advances transformative research for sustainable development by bridging diverse disciplines, stakeholders, and knowledge systems. To turn research into action, our five research teams collaborate closely with a dedicated synthesis and integration team.

We are looking for a candidate to join the synthesis and integration team, where they will provide core project management support. Additionally, the role serves the entire Research Unit by managing events, supporting with research outreach, and streamlining administrative processes.

### Tasks and Responsibilities

Reporting to the Synthesis & Research Integration Lead, you will play a central role in facilitating operational activities in support of interdisciplinary research. Your core responsibilities include:

- Planning, coordination, and monitoring of interdisciplinary synthesis activities within Wyss Academy for Nature teams and with its partners.
- Manage the full lifecycle of contracting and procurement processes of the Synthesis Center (including drafting terms of reference (ToR), tendering, compliance, and budget monitoring).
- Organize, facilitate, and document meetings, workshops, and partner events.
- Support the Synthesis & Research Integration Lead in maintaining fluid communication with project teams across the Wyss Academy for Nature, and with partners and external stakeholders, acting as a central interface and contact point.
- Provide administrative and event management support to the Research Unit.

- Contribute to research outreach by maintaining publication databases and other tools to ensure institutional knowledge codification and dissemination.

### Your Profile

- Master's degree in a Wyss Academy-relevant field (e.g. biology, climate science, political science, applied political economy, geography, or others) and interest in interdisciplinary research.
- Proven experience (3 – 5 years) managing project lifecycles, including output and financial monitoring, and contracting processes.
- Experience (3 – 5 years) in event management, procurement, and maintaining of knowledge management tools and databases.
- Ability to navigate complex tasks and balance diverse stakeholder demands.
- Exceptional interpersonal skills with the ability to facilitate technical workshops and communicate effectively with international partners.
- Demonstrated intercultural sensitivity, with experience working in diverse international contexts.
- Strong analytical skills; proficiency in research management tools is highly desirable.
- Excellent English proficiency (written and oral). Proficiency in German, French, or Spanish is a significant asset.

### What We Offer

- Integration into an institution that develops, tests, and applies innovative solutions for the pressing challenges of our time.
- Work in an intercultural, multidisciplinary, and highly stimulating environment.
- Employment within a foundation with salary levels aligned with the standards of the University of Bern.
- A modern workplace located in the heart of Bern's Old Town.
- Attractive employment conditions – including flexible working hours, home office options.

For more information, please contact Jürg Staudenmann at [hr@wyssacademy.org](mailto:hr@wyssacademy.org). Please submit your application in English, including a CV and cover letter (max. 1 page) via our online portal by 22 March 2026.

Thank you for your interest and we look forward to receiving your application!

*The Wyss Academy for Nature values diversity and equal opportunity. We therefore welcome applications from all qualified individuals who meet the required criteria.*

*Applications submitted through recruitment agencies will not be considered.*