

*Are you passionate about international cooperation, knowledgeable about sustainable development issues in the Alps, and a skilled manager and negotiator? Then consider joining our multinational, mountains-loving team in Innsbruck!*

The Permanent Secretariat of the Alpine Convention is recruiting  
**its Deputy Secretary General**  
(m/f/d – full-time)

**I. Description of the position**

As Deputy Secretary General, you will work under the direct authority of the Secretary General and in close cooperation with all colleagues at the Permanent Secretariat to perform the following functions:

- support the Secretary General in the fulfilment of her duties and act in her place in case of her being prevented,
- supervise the Bolzano/Bozen operational branch office,
- support the preparation of the meetings of the Alpine Conference, the Permanent Committee, and the Compliance Committee,
- support the Secretary General in the relations with the Contracting Parties, the Observers, and other stakeholders,
- supervise the development of the System for the Observation and Information on the Alps (SOIA),
- monitor the implementation of the Multi-Annual Work Programme of the Convention,
- liaise with the European Commission and the Interreg Alpine Space Programme,
- coordinate the involvement of the Alpine Convention in the EU Strategy for the Alpine Region (EUSALP),
- contribute to consolidating and expanding existing networks, or building new networks of actors that can contribute to the implementation of the objectives of the Alpine Convention,
- contribute to the preparation and implementation of the budget of the Permanent Secretariat,
- contribute to the external communication policy of the Alpine Convention,
- perform other functions as required by the Secretary General.

**Headquarters**

Herzog-Friedrich-Straße 15  
A – 6020 Innsbruck  
+43 512 588 589 0

**Branch office**

Viale Druso/Drususallee 1  
I – 39100 Bolzano/Bozen  
+39 0471 055 359

## **II. Required profile**

### **General conditions**

To apply, you must be a citizen of one of the Alpine Convention Contracting States or European Union Member States. According to the decision VII/2 taken by the Alpine Conference, the Secretary General and the Deputy Secretary General must not be of the same nationality.

### **Education and skills**

You should hold a university degree at Master level related to one of the following sectors: natural sciences, geography, spatial planning and regional management, agriculture and forestry, economic sciences, political sciences, social sciences, law. Solid knowledge of the policies and issues related to environmental protection and sustainable development is an important asset.

We are looking for a new team player who enjoys working in an international context and brings with them a proactive attitude, making proposals and taking the initiative to effectively implement them once validated.

Confident use of MS Office software programmes (especially Word, Excel, PowerPoint) is also required.

### **Experience**

You should have five years of work experience at the day of recruitment, three of which should be in international governmental/non-governmental organisations or in positions requiring responsibilities in international or European projects in one or more sectors covered by the Alpine Convention. Direct experience with the Alpine Convention, profound knowledge of the Alps, and experiences in European Territorial Cooperation and/or Macro-regional Strategies as well as in budgeting are important assets.

You should also have previous experience in managing a small team of collaborators.

### **Language skills**

In order to fulfil your missions, you should have a fluent spoken and written command of two Alpine languages (at least one at native level) and English. Knowledge of further Alpine languages will be an important asset.

## **III. Contract offered**

The Permanent Secretariat offers a fixed-term three-year contract, renewable (up to six years in total) on the basis of performance and the budgetary situation of the Secretariat. A three-month probationary period applies.

You will work in the historic Golden Roof building in the centre of Innsbruck, Austria, with regular travel to the Bolzano/Bozen office and frequent missions in the countries of the Alpine Convention or to third countries.

Your yearly minimum net salary will be €64.173,63 (in 14 instalments) plus, where applicable, 16% expatriation allowance, 6% household allowance, and child allowance.

You will benefit from the privileges and immunities granted by the Austrian and Italian Governments to the staff of the Permanent Secretariat<sup>1</sup>. The employment will be regulated by the Statute and Staff Regulation of the Permanent Secretariat.

The position is to be filled on 16 February 2026.

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**Please submit your application (CV and motivation letter not exceeding one page) in English language, with copies of your educational qualifications and proof of professional experiences attached. The application should be submitted exclusively in one email message (max. 10 Mb) until 24 August 2025, 23:59 h CET, to the Permanent Secretariat of the Alpine Convention at the following e-mail address:**

[vacancies@alpconv.org](mailto:vacancies@alpconv.org)

All applications will be acknowledged. Should you not meet the abovementioned requirements in terms of qualification and experience, please do not apply for this position. The Permanent Secretariat reserves the right to assess the candidates' skills by carrying out oral and written tests. Otherwise, we are looking forward to receiving your application!

The **Alpine Convention** is an international treaty between the eight Alpine countries (Austria, France, Germany, Italy, Liechtenstein, Monaco, Slovenia and Switzerland) and the European Union dedicated to the protection and the sustainable development of the Alps, signed in 1991.

The Permanent Secretariat of the Alpine Convention is a diplomatic mission based in Innsbruck (AT) with an operational branch office in Bolzano/Bozen (IT). Its small, international team has, inter alia, the following tasks:

- providing administrative support to the Alpine Convention organs,
- facilitating the implementation of the Convention and the compliance with its protocols,
- communicating and disseminating information about the Convention, its protocols and their achievements,
- managing the System for the Observation and Information on the Alps (SOIA),
- promoting the development of projects in line with the objectives of the Convention and its protocols to be jointly carried out by the Alpine countries, their local communities, NGOs and any other interested partners.

The official languages of the Alpine Convention are French, German, Italian, and Slovenian. The Convention text and additional information about our activities and structure are available on the website [www.alpconv.org](http://www.alpconv.org).

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<sup>1</sup> In compliance with the relevant agreements signed on 24 June 2003 and published in the Austrian Federal Law Journal on 31 March 2004 and signed on 13 September 2003 and published in the Law Journal of the Italian Republic on 5 January 2006, respectively.