

*Are you passionate about international cooperation and teamwork,
knowledgeable in environmental law, and a skilled negotiator?
Then consider joining our multinational, mountains-loving team in Innsbruck!*

The Permanent Secretariat of the Alpine Convention is recruiting
a Legal Officer
(m/f/d – full-time)

I. Description of the position

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

- Provision of legal advice in all juridical matters of the Permanent Secretariat,
- Support to the Compliance Committee, including assuming an active role in meeting organisation, drafting of minutes and elaboration of reports,
- Support to the Alpine Conference and the Permanent Committee, especially in drafting minutes,
- Elaboration of contracts and other legal texts,
- Answering questions from the public and the Contracting Parties concerning the legal implementation of the Alpine Convention and its Protocols,
- Contact with other international organisations in legal matters,

II. Required profile

General conditions

To apply, you have to be a citizen of one Alpine Convention Contracting State or European Union Member State and have the physical fitness necessary for accomplishing the assigned tasks.

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

Education and skills

You should hold a university degree in law at Master level. Solid knowledge of the policies and issues related to environmental protection and sustainable development, as well as of Austrian law, is an important asset.

We are looking for a new team player who enjoys working in an international context, with a pro-active attitude, making proposals and taking the initiative to effectively implement them once validated. You must show the ability to quickly summarise complex information and make it available in a form which is suitable to the team of the Secretariat.

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

Experience

You should have five years of work experience in the legal field at the day of recruitment, preferably in relation to international affairs.

Specific knowledge of and interest in the Alps is also valuable for this position.

Language skills

In order to fulfil your missions, you should have a fluent command of two Alpine languages and English: either your mother tongue is one of the four official languages of the Alpine Convention, or you have an equivalent level of knowledge in one of these. In addition, an excellent written and spoken command of at least one other official language of the Alpine Convention and of English is required. Knowledge of further Alpine languages will be an important asset. The Permanent Secretariat reserves the right to assess the candidates' linguistic skills by asking for relevant certificates and carrying out oral and written tests.

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 travels to other countries of the Alpine Convention or third countries.

Your yearly minimum net salary will be €45.000 (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 Government to the staff of the Permanent Secretariat¹. The employment will be regulated by the Statute and Staff Regulation of the Permanent Secretariat.

The position is to be filled as soon as possible and at the latest by 1 June 2024.

¹ In compliance with the relevant agreement signed on 24 June 2003 and published in the Austrian Federal Law Journal on 31 March 2004.

Please submit your application (CV and motivation letter not exceeding one page) in English language, with copies of your educational qualifications and proofs of professional experience attached. The application should be submitted exclusively in one email message (max. 10 Mb) until 28 February 2024, 23.59 h CET, to the Permanent Secretariat of the Alpine Convention at the following e-mail address:

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. 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.