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 aimed at promoting the protection and the sustainable development of the Alps.

The Convention text and additional information about its activities and structure are available on the website www.alpconv.org.

The Permanent Secretariat of the Alpine Convention has, inter alia, the following tasks:

- providing administrative support to the Alpine Convention organs,
- facilitating the implementation of and the compliance with the Convention and its Protocols,
- communicating and disseminating information about the Convention, its Protocols and their implementation,
- 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 Permanent Secretariat is based in Innsbruck (AT) and has a branch office in Bolzano/Bozen (IT).

The official languages of the Convention are French, German, Italian and Slovene.

The Permanent Secretariat of the Alpine Convention is recruiting

a Project Officer in the field of Biodiversity
(full-time)

I. Description of the position

The Project Officer will work under the direct authority of the Secretary General and in close cooperation with all staff of the Permanent Secretariat.

He/she shall, in compliance with the Statute and the staff regulation of the Secretariat, perform the following functions:

- support the Thematic Working Bodies of the Alpine Convention, in particular those dealing with biodiversity-related topics, as well as other organs of the Alpine Convention (including the Alpine Conference and the Permanent Committee). Such tasks comprise support in the definition of meeting agendas, elaboration of meeting
documentation and reports in the four official languages of the Alpine Convention and in English, including linguistic harmonisation, logistical organisation of the meetings, dissemination of results and other support to the good operation of the Convention's organs;

- relations with representatives of the Contracting Parties, the Observers and other relevant stakeholders;
- support to projects and initiatives contributing to the implementation of the Alpine Convention;
- support to the communication activities of the Alpine Convention.

The specific tasks will be established by the Secretary General, who may also entrust the Project Officer, if needed, with any other specific mission linked to the activities of the Permanent Secretariat.

II. Required profile

General conditions

The applicant must be a citizen of one Alpine Convention contracting State or European Union Member State and must provide before his/her recruitment a medical certificate stating that he/she has the physical fitness necessary for accomplishing the assigned tasks.

His/her mother tongue has to be one of the four official languages of the Alpine Convention or he/she must have a level of knowledge of this language equivalent to the one of a native speaker. In addition, an excellent written and spoken knowledge 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 candidate's linguistic skills by asking him/her to present relevant certificates and to carry out oral or written tests.

Education and skills

The applicant holds 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 relative to biodiversity and ecosystems is also required.

The applicant is able to work in a team in an international context, has a pro-active attitude, makes proposals and takes initiatives to effectively implement them after agreement of the Secretary General.

The applicant is familiar with MS Office software programs (including Word, Excel, PowerPoint) and has to prove experience with information and communication activities.
Experience

The applicant must have, at the day of his/her recruitment, five years of work experience, including experience in international cooperation. Specific knowledge of and interest for the Alps is an asset.

III. Contract offered

In compliance with the staff regulation of the Permanent Secretariat and on the basis of the currently applicable budget, the Permanent Secretariat offers a fixed-term three-year contract renewable (up to 6 years in total) on the basis of his/her performance and the budgetary situation of the Secretariat. A three-month probationary period applies.

Place of work: Innsbruck with trips to other countries of the Alpine Convention or third countries as required.

The contractual relationships between the Permanent Secretariat and its employees are specified in the statute and in the staff regulation of the Permanent Secretariat.

The successful candidate will enjoy the privileges and immunities granted by the Austrian Government to the staff of the Permanent Secretariat in compliance with the relevant agreement signed on 24 June 2003 and published in the Federal Law Journal on 31 March 2004.

The yearly minimum net salary will be 29.917 € plus, where applicable, 16% expatriation allowance, 6% household allowance and child allowance.

The position is to be filled as soon as possible and at the latest on 1 July 2022.

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Please submit your application (CV and motivation letter not exceeding one page) in English, 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 3 April 2022, 23.59 h CET, to the Permanent Secretariat of the Alpine Convention at the following e-mail address:

vacancies@alpconv.org

Should you not meet the abovementioned requirements in terms of qualification and experience please do not apply for this position.