

**The Permanent Secretariat of the Alpine Convention is recruiting  
a multilingual Project Officer in the field of Transport  
(full-time)**

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 based in Innsbruck (AT) with a 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 Slovene. The Convention text and additional information about our activities and structure are available on the website [www.alpconv.org](http://www.alpconv.org).

## **I. Description of the position**

As Project 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:

- support to the Thematic Working Bodies of the Alpine Convention, in particular the Transport Working Group, as well as other organs of the Alpine Convention (including the Alpine Conference and the Permanent Committee). Such tasks comprise support in defining meeting agendas, conducting meetings and elaborating documentation and reports in the four official languages of the Alpine Convention and in English, including linguistic harmonisation, in the logistical organisation of the meetings, in the dissemination of results and other support to the good operation of the Convention's organs;

### **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

- relations with representatives of the Contracting Parties, the Observers and other relevant stakeholders;
- support to projects and initiatives of the Permanent Secretariat or its partners contributing to the implementation of the Alpine Convention;
- participation in the communication activities of the Alpine Convention;
- further missions that the Secretary General may entrust you with.

## **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.

### **Language skills**

In order to fulfil your missions, you should speak fluently 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.

### **Education and skills**

You should hold a University degree at Master level related to one of the following sectors: spatial planning and regional management, geography, natural sciences, economic sciences, political sciences, social sciences, law. A good knowledge of the policies and issues relative to transport in the Alps is also required.

We are looking for a new team player enjoying work in an international context, with a proactive attitude, making proposals and taking initiatives to effectively implement them once validated.

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

### **Experience**

You would need to have two years of work experience at the day of recruitment, including experience in international cooperation and with public organisations.

Specific knowledge of and interest for the Alps, as well as some experience with information and communication activities, are 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.

Place of work: Innsbruck with travels to other countries of the Alpine Convention or third countries.

The successful candidate will enjoy the privileges and immunities granted by the Austrian Government to the staff of the Permanent Secretariat<sup>1</sup>.

The yearly minimum net salary will be 26.015,46 € (in 14 instalments) 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 April 2023.

The employment is regulated by the Statute and Staff Regulation of the Permanent Secretariat.

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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 proofs of professional experience attached. The application should be submitted exclusively in one email message (max. 10 Mb) until 31 December 2022, 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, especially language competence, please do not apply for this position. Else, we are looking forward to receiving your application!

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