

*Are you passionate about international cooperation?
Are you a skilled organiser and communicator, and fluent in Slovenian and English?
Then consider joining our multinational, mountains-loving team in Innsbruck!*

The Permanent Secretariat of the Alpine Convention is recruiting

a Project Assistant

(m/f/d – full-time)

I. Description of the position

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

1. Country and language officer for Slovenia:

- Liaising with the Slovenian authorities and other Slovenian public and private organisations
- Translations and proofreading of official documents and media texts in Slovenian language.

2. Coordination of the [Reading Mountains Festival](#):

- Cooperating with all partners of the Festival – directly with Slovenian partners and in close coordination with team colleagues for the other linguistic areas
- Identifying and contacting potential new partners
- Preparing and distributing the communication materials
- Monitoring, implementing and reporting on the budget of the Festival
- Participating in Reading Mountains events where feasible.

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

3. Support in the organisation of the [Young Academics Award](#):

- Supporting the evaluation process
- Organisational support for the final event and award ceremony
- Preparing and disseminating the communication materials
- Communicating with applicants and partners.

4. General support to the Permanent Secretariat. This field of work includes:

- Contributing to the Alpine Convention's online presence (website and social media)
- Supporting other outreach and public relations activities of the Permanent Secretariat
- Logistical support to the bodies of the Alpine Convention.

II. Required profile

General conditions

To apply, you must be a citizen of one of the Alpine Convention's Contracting States or a European Union Member State.

Language skills

In order to fulfil your missions, you should have a fluent command of Slovenian and English: either your mother tongue is Slovenian, or you have an equivalent level of knowledge. In addition, an excellent written and spoken command 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 Bachelor level in relevant fields such as geography, international relations, natural or social sciences, communication, languages, culture, regional management.

Confident use of MS Office software programs (especially Word, Excel, PowerPoint) is also required. Basic knowledge of geographic information systems would also be an asset.

We are looking for a 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.

Experience

You should have at least one year of work experience at the day of recruitment in areas such as project management, international cooperation, event management or public relations.

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

III. Contract offered

The Permanent Secretariat offers a fixed-term, three-year contract. A three-month probationary period applies.

You will work in the historic Golden Roof building in the centre of Innsbruck, Austria, with occasional travel to the Bolzano/Bozen operational branch office and other countries of the Alpine Convention or third countries. Home office arrangements (in Austria) are possible, with at least two core days of presence in the office each week, after the probationary period.

Your yearly **net salary will be € 27.254,29** (in 14 instalments per year) plus, where applicable, 16% expatriation allowance, 6% household allowance and child allowance.

The employment will be regulated by the Statute and Staff Regulation of the Permanent Secretariat. You will benefit from the privileges and immunities granted by the Austrian Government to the staff of the Permanent Secretariat¹. In particular, in accordance with the tax regulations applicable to our institution, the salary and allowances constitute a diplomatic income, which is exempt from income tax in Austria.

The position is to be filled as soon as possible and at the latest on 1 May 2026.

Please submit your application (CV in English and motivation letter not exceeding one page in Slovenian and English language), with copies of your educational qualifications and proof of professional experiences attached. The application should be sent exclusively in one email message (max. 10 Mb) by 15 February 2026, 23:59 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, especially language competence, please do not apply for this position. Otherwise, we are looking forward to receiving your application!

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

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 compliance with its Protocols,
- communicating and disseminating information about the Convention and its Protocols,
- 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.