

## VACANCY NOTICE – COMMUNICATION OFFICER

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 for the protection and the sustainable development of the Alps.

The text of the framework Convention and its eight Protocols as well as information about the activities and bodies are available on the website: [www.alpconv.org](http://www.alpconv.org).

The Permanent Secretariat of the Alpine Convention has, among others, the following tasks:

- facilitating the implementation of the Convention and its protocols, in terms of content-related issues, logistics, and administrative duties; in particular, preparing, organizing and monitoring the meetings of the Alpine Conference and the Permanent Committee and supporting as needed the Presidencies of the other bodies of the Alpine Convention in organizing their meetings;
- 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, carried out by the Permanent Secretariat, the Contracting Parties, Observer organisations and/or other interested partners.

The Permanent Secretariat is based in Innsbruck (A) and has a branch office in Bolzano/Bozen (I). The official languages of the Convention are French, German, Italian and Slovene.

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The Permanent Secretariat of the Alpine Convention is recruiting a

### Communication Officer

(full-time)

#### 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

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

**The Permanent Secretariat is looking for a skilled and highly motivated Communication Officer who will have the following tasks:**

1. implementation of the new Alpine Convention's Communication Strategy;
2. public relation activities, including establishing and maintaining relations to the media on the territory of the Alpine Convention, internet communication (webpage and social media), responding to inquiries on the part of the public, drafting official positions of the Alpine Convention regarding important policy developments concerning the Alps;
3. concept of various promotion supports (print, multimedia etc.) and supervision of their realisation;
4. coordination, or participation in, the organisation of awareness-rising projects of the Permanent Secretariat;
5. support to the organs of the Alpine Convention as required.

The specific tasks of the officer will be defined by the Secretary General, who may also assign him/her any other specific tasks related to the activities of the Secretariat, as needed.

## **II. Required profile**

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 no disease, physical disability or other illness which could prevent him/her from accomplishing his/her tasks.

The applicant must have a University degree at Master level, preferably in one of the following subjects: communication, sustainable development, economics, social or political sciences, management. At least a two-year work experience is required, including experience in public relations, preferably in the public or non-profit sector and/or at international level. Knowledge of the Alpine area and its protection and development issues is an asset.

The applicant must be a native speaker of one of the four official languages of the Alpine Convention or have a level of knowledge of this language equivalent to the one of a native speaker. In addition, he/she must have an excellent written and spoken knowledge of English. Knowledge of additional alpine languages is an asset. The Permanent Secretariat reserves the right to assess the applicant's linguistic skills by asking him/her to present relevant certificates and to carry out oral and/or written tests.

The applicant must be able to work in a team in an international context, use MS Office software programs (including: Word, Excel, Power Point) and modern communication technologies (web based programs, social networks); have the ability to adapt complex information to different targets ; have a pro-active attitude, make proposals and take initiatives to timely implement them after agreement of his/her superior.

### **III. Contract offered**

In compliance with its staff regulation, the Permanent Secretariat offers a full-time employment contract. A one-month probatory period applies.

Place of work: Innsbruck. Occasional trips to Bolzano/Bozen and, as needed, to other countries of the Alpine Convention or third countries. Due to the sanitary situation caused by the COVID-19 pandemic as well as to ongoing construction works in the old town of Innsbruck, the successful applicant will probably be required to work at least partly from home office in the first months.

The minimum annual gross salary will be € 28.657.

Entry on duty: as soon as possible.

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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. 10Mb), until Sunday 4 October 2020, midnight to the Permanent Secretariat of the Alpine Convention at the following e-mail address:**

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