



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 Senior Executive Officer (full-time)

I. Description of the position

The Senior Executive Officer will work under the direct authority of the Secretary General and in close cooperation with all staff of the Permanent Secretariat. He/she will provide supervision of the officers supporting the Thematic Working Bodies of the Alpine Convention.

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

- support the preparation of the meetings of the Alpine Conference and the Permanent Committee,

- oversee the work of the Alpine Convention's Thematic Working Bodies and the coordination of their interaction with each other and with other bodies of the Alpine Convention,
- support the Secretary General in the relations with the Contracting Parties, the Observers and other stakeholders,
- contribute to the external communication policy of the Alpine Convention,
- contribute to consolidating and expanding existing networks, or where necessary, to building new networks of actors that can contribute to the implementation of the objectives of the Alpine Convention,
- contribute to the preparation and implementation of the budget of the Permanent Secretariat,
- perform other functions as required by the Secretary General.

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 the topics dealt with by the Thematic Working Bodies of the Alpine Convention is also required.

The ideal candidate must be 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 candidate must have, at the day of his/her recruitment, ten years of work experience, five of which in international governmental/non-governmental organizations or in positions requiring responsibilities in international or European projects in one or more sectors covered by the Alpine Convention. Direct experience with the Alpine Convention and profound knowledge of the Alps and experiences in European Territorial Cooperation as well as in budgeting are important assets.

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 38.000 € 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 May 2022.

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 11 February 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.