



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:

- facilitating the implementation of the Convention and the compliance with 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 contracting 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 the Macro-regional Strategy for the Alpine region
(maternity leave replacement)**

I. Description of the position

The Permanent Secretariat of the Alpine Convention has the task of facilitating the preparation, and organisation of the meetings of the Alpine Conference and the Permanent Committee and is responsible for activities related to the Alpine Observation and Information System (SOIA) and public relations. It facilitates the development of projects aimed at implementing the provisions of the Convention and its Protocols. It also supports, as needed, the chairpersons of the Thematic Working Bodies and the Committees of the Alpine Convention in organising their meetings.

In coordination with the Region of Carinthia, the Permanent Secretariat of the Alpine Convention is responsible for co-leading Action Group 6 of the Macro-regional Strategy for the Alpine Region (EUSALP). The objective of Action 6 is the **preservation and valorisation of natural resources including water and cultural resources**. More detailed information on Action 6 and on the priorities of the EUSALP can be found in the Action Plan annexed to the

Communication [COM(2015) 366 final] of the European Commission and on the homepage of the Alpine Convention at <https://www.alpconv.org/en/home/projects/eusalp-action-group-6/>.

The Project Officer reports to the Secretary General and will have the following tasks:

1. **Contributing to the coordination of Action 6 of the EUSALP.** This field of work includes:
 - Contributing to the implementation of the work plan of the Action Group 6 for the period 2020-2022 and to the continuous monitoring of its implementation,
 - Identifying and developing projects for the implementation of Action 6 of the EUSALP with a focus on the fields of action of the Alpine Convention,
 - Contributing to the implementation and monitoring of these projects,
 - Consolidating and expanding existing networks, or where necessary, building new networks of actors that can contribute to the objectives of Action 6,
 - Coordinating with the relevant actors in the Region of Carinthia,
 - Carrying out the tasks of the Permanent Secretariat of the Alpine Convention as partner of the AlpGov 2 project of the INTERREG Alpine Space Programme (project number 942) for the implementation of the EUSALP, in particular coordination with other project partners and reporting,
 - Preparation of and participation in seminars, meetings and conferences,
 - Supporting the public relations activities of the Permanent Secretariat.

2. **Ensuring coherence between relevant activities under the Alpine Convention and the activities of the Permanent Secretariat as co-leader of Action 6.** This field of work includes:
 - Regular reporting to the relevant bodies of the Alpine Convention,
 - Technical coordination with the thematic working bodies of the Alpine Convention in relation to the contents of Action 6, including, where appropriate, the preparation of analyses and technical reports on topics relevant to the achievement of the objectives of Action 6.

The specific tasks within these fields of work are determined by the General Secretary, who may also delegate special assignments to the Project Officer, if necessary.

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 its tasks.

The applicant holds a university degree (Magister, Master or equivalent diploma level), preferably in the fields of international relations, natural sciences, geography, spatial planning, economics, political or social sciences. He/she has at least three years of professional experience in the field of international relations or international cooperation. Relevant knowledge in the key themes of Action 6 of the EUSALP, such as spatial planning, ecosystem services and sustainable development, as well as in project management would be an asset.

His/her mother tongue is one of the four official languages of the Alpine Convention or he/she has a command of this language at a level equivalent to that of the mother tongue. He/she is fluent in at least one other official language of the Alpine Convention, both written and spoken, as well as in English. The applicant must also be able to work in a team in an international environment and is familiar with MS Office software programs (including Word, Excel, PowerPoint).

The Permanent Secretariat reserves the right to assess the linguistic skills by asking the applicant to present relevant certificates and to carry out oral or written tests.

III. Contract offered

In accordance with the Staff Regulations of the Permanent Secretariat, the position is filled as a temporary maternity leave replacement as soon as possible until 30 September 2022. The probationary period is three months.

The duty station is Innsbruck. The job entails frequent stays in Bolzano/Bozen and, where appropriate, in other Alpine Convention countries or in third countries.

The employment relationship between the Permanent Secretariat and its staff is governed by the Staff Regulations of the Permanent Secretariat.

The project officer shall enjoy the privileges and immunities guaranteed to the staff of the Permanent Secretariat by the Government of Austria in accordance with the Agreement signed on 24 June 2003 and published in the Federal Law Gazette on 31 March 2004.

The annual net salary is at least € 24,776.63. To this will be added the expatriation allowance (16%), the household allowance (6%) and the child allowance, where applicable. Remuneration will take into account pertinent professional experience already acquired and will be based on the classification in the salary scale of the Permanent Secretariat.

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 May 2021, 23.59 h CET, to the Permanent Secretariat of the Alpine Convention at the following e-mail address:

vacancies@alpconv.org