

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

The Permanent Secretariat of the Alpine Convention is recruiting

a German Presidency Officer

(m/f/d – full-time)

I. Description of the position

As Presidency Officer, you will work under the authority of the Secretary General in close cooperation with all colleagues of the Permanent Secretariat to support the preparation and implementation of the German Presidency of the Alpine Convention. The Presidency will be headed in the years 2027 and 2028 by the German Federal Ministry for the Environment, Climate Action, Nature Conservation and Nuclear Safety (BMUKN) in cooperation with the Bavarian State Ministry for the Environment and Consumer Protection (bay. StMUV). Your main tasks will be as follows:

- Liaising between the Permanent Secretariat, the Federal Ministry, and where applicable the Bavarian State Ministry as well as further partner institutions of the German Presidency;
- Logistical organisation of the statutory meetings of the bodies of the Alpine Convention. This task includes in particular the preparation, management and oversight of logistical arrangements for meetings of the Alpine Conference, Permanent Committee and Compliance Committee and other bodies (venues, accommodation, catering, interpretation, participant management, eco-labelling, invoice management etc.);
- Financial management of the Presidency fund entrusted by Germany to the Permanent Secretariat;
- Support to communication activities of the Permanent Secretariat about the German Presidency;
- Support to the organisation of other activities by the German Presidency;
- Support to other activities of the Permanent Secretariat as may be required by the Secretary General.

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

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 German and English: either your mother tongue is German, 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 international relations, communication, natural or social sciences, languages, culture, management.

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

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 relevant work experience at the day of recruitment, including experience in event organisation and financial management, preferably in the public or non-profit sector and/or at international level.

Specific knowledge of and interest in the Alps as well as sustainable development issues are also valuable for this position.

III. Contract offered

The Permanent Secretariat offers a fixed-term contract until 31 March 2029. 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, to Germany, and to 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 from 1 August 2026.

Please submit your application (CV in English as well as a motivation letter in German and English, not exceeding one page in each 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 25 May 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!

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.

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