



The Alpine Convention is an Agreement between 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 can be downloaded from 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 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 Convention and protocols objectives 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 (A) and has a branch office in Bolzano (I). The official languages of the Convention are French, German, Italian and Slovene.

The Permanent Secretariat of the Alpine Convention is recruiting its

Vice-Secretary General

Description of the fixed-term contract job

The Permanent Secretariat of the Alpine Convention has the specific task of preparing, organizing and monitoring the meetings of the Alpine Conference, the Permanent Committee, the Compliance Committee and the Working Groups. It is responsible for activities related to the Alpine Observation and Information System (SOIA), public relations and communication. In relation to these activities the Permanent Secretariat is looking for a **skilled and highly motivated Vice-Secretary General**.

The Vice-Secretary General will work under the direct authority of the Secretary General, in close cooperation with the staff of the Permanent Secretariat.

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

- support the Secretary General in the fulfillment of his/her duties and act in place of him/her in case of his/her being prevented;
- assume a special responsibility for the Bolzano office,
- coordinate the System for the Observation and Information on the Alps (SOIA), alpine studies and research;
- manage and further develop the information systems of the Alpine Convention and ensure the technical management of the Convention's websites;
- develop and monitor the implementation of the multi-annual work programme of the Convention and coordination of the regular reporting on the "status of the Alps";
- contribute to the external communication policy of the Alpine Convention and its executive bodies;
- contribute to the preparation and implementation of the budget of the Permanent Secretariat;
- perform other functions as required by the Secretary General.

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

According to the decision taken by the Alpine Conference, the Secretary General and the Vice-Secretary General must not be of the same nationality.

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. 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 must have 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.

A good command of the territorial information systems (GIS) as well as MS Office software programs (including: Word, Excel, PowerPoint) and multimedia programs are important requirements. He/she has to prove experience with information and communication activities.

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 timely implement them after agreement of the Secretary General.

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.

The applicant must have previous experience in managing a small team of collaborators in the fields of environment, spatial planning, territorial management or sustainable development.

Contract offered

In compliance with the staff regulation 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 and Bolzano with trips to other countries of the Alpine Convention or third countries as required.

The contractual relationships between the Permanent Secretariat and its employees working at the main office in Innsbruck are governed by the laws of the Austrian Republic. These relationships are specified in the Permanent Secretariat staff regulation.

The Vice-Secretary General will enjoy all 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 published in the Bundesgesetzblatt of 31 March 2004.

The yearly minimum net salary will be 58,300 € plus, where applicable, 16% expatriation allowance, 6% household allowance and child education allowance.

Please, submit your application (including CV, motivation letter not exceeding one page, copies of your educational qualifications, proofs of professional experience), exclusively in electronic form,

before August 24, 2015 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.