

*Are you passionate about international cooperation and teamwork,
knowledgeable in environmental topics, and a skilled organiser?
Then consider joining our multinational, mountains-loving team in Innsbruck!*

The Permanent Secretariat of the Alpine Convention is recruiting

a Project Officer

in the field of the Macro-regional Strategy for the Alpine Region

(m/f/d – full-time)

I. Description of the position

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 of the European Union for the Alpine Region (EUSALP). The objective of Action Group 6 is the preservation and valorisation of natural resources including water and cultural resources. More detailed information on Action Group 6 and on the priorities of 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/>.

As Project Officer, you will work under the authority of the Secretary General together with the other Project Officer in charge of the EUSALP and in close cooperation with all colleagues of the Permanent Secretariat to perform the following functions:

1. Contributing to the coordination of Action Group 6 of EUSALP. This field of work includes:

- Contributing to the implementation of the work plan of Action Group 6 for the period 2023-2025 and to the continuous monitoring of its implementation;
- Identifying and developing projects for the implementation of Action Group 6 of EUSALP with a focus on the fields of action of the Alpine Convention, and 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 Group 6,

Headquarters

Herzog-Friedrich-Straße 15
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Branch office

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- 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 “Support EUSALP” project of the INTERREG Alpine Space Programme for the implementation of EUSALP, in particular coordination with other project partners and technical and financial reporting,
- Preparation of and participation in seminars, meetings, and conferences.

2. Ensuring coherence between relevant activities under the Alpine Convention and the activities of the Permanent Secretariat as co-leader of Action Group 6. This field of work includes:

- Technical coordination with the Thematic Working Bodies of the Alpine Convention in relation to the contents of Action Group 6, including, where appropriate, the preparation of analyses and technical reports on topics relevant to the achievement of the objectives of Action Group 6,
- Supporting the public relations activities of the Permanent Secretariat,
- Regular reporting to the relevant bodies of the Alpine Convention.

II. Required profile

General conditions

To apply, you have to be a citizen of an Alpine Convention Contracting State or European Union Member State.

Language skills

In order to fulfil your missions, you should have a fluent command of one Alpine language and English: either your mother tongue is one of the four official languages of the Alpine Convention, or you have an equivalent level of knowledge in one of these. In addition, an excellent command of written and spoken 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 related to one of the following sectors: international relations, spatial planning and regional management, geography, natural sciences, economic sciences, political sciences or social sciences. Relevant knowledge in the key themes of Action Group 6 of EUSALP, such as spatial planning, ecosystem services, water and sustainable development, as well as in project management would be an asset.

We are looking for a new team player who enjoys working in an international context with a proactive attitude, making proposals and taking the initiative to effectively implement them once validated.

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

Experience

You should have one year of work experience at the day of recruitment, including experience in international cooperation and with public organisations.

Specific knowledge of and interest in the Alps, as well as some experience with information and communication activities, are also valuable for this position.

III. Contract offered

The Permanent Secretariat offers a fixed term contract until the end of the current "Support EUSALP" project on 28 February 2026. Should the Permanent Secretariat participate in the continuation project, the contract can be extended on the basis of performance and the budgetary situation of the Secretariat. A three-month probationary period applies.

You will work in the historic Golden Roof building in the centre of Innsbruck, Austria, with travels to other countries of the Alpine Convention or third countries.

Your yearly **net salary will be Euro € 27.254,22** (in 14 instalments) plus, where applicable, expatriation allowance, household allowance, and child allowance.

You will benefit from the privileges and immunities granted by the Austrian Government to the staff of the Permanent Secretariat¹. The employment will be regulated by the Statute and Staff Regulation of the Permanent Secretariat.

The position is to be filled as soon as possible and at the latest on 1 October 2024.

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 17 July 2024, 23:59 h CET, to the Permanent Secretariat of the Alpine Convention at the following e-mail address:

vacancies@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.

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 the compliance with its protocols,
- communicating and disseminating information about the Convention, its protocols and their achievements,
- 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.