



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](http://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 (A) and has a branch office in Bolzano/Bozen (I). The official languages of the Convention are French, German, Italian and Slovene.

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## **The Permanent Secretariat of the Alpine Convention is recruiting**

### **An organisational and administrative Support Officer in relation with the French Alpine Convention Presidency (part-time, temporary position – 80%)**

#### **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), public relations and communication. It facilitates the development of projects aimed at implementing the provisions of the Convention and its Protocols. It also supports, as needed, the Presidencies of the Thematic Working Bodies or the Committees of the Alpine Convention in organising their meetings.

France is currently holding the Presidency of the Alpine Convention until 2020. The advertised position aims at providing, within the Permanent Secretariat, an organisational and administrative support to the French Presidency.

**The organisational and administrative Support Officer reports to the Secretary General and will have the following tasks:**

1. organisational and administrative support to the official conferences and meetings of the bodies of the Alpine Convention under French presidency (including meetings of the Alpine Conference, the Permanent Committee, the Compliance Committee); this task includes in particular the preparation, management and oversight of logistical arrangements for these meetings (venues, hotels, catering companies, invoice management etc.);
2. participation in the implementation of other activities of the French Presidency (publications etc.);
3. organisational and administrative support to other bodies of the Alpine Convention as required;
4. other tasks as assigned by the Secretary General, such as the participation in expert meetings and the preparation of thematic contributions.

**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.

He/she needs to hold at least a bachelor and have significant work experience with conference organisation, including financial planning. Competences in the field of sustainable development would be an asset.

Since this position is dedicated to the support of the French Presidency and most of the assigned tasks will be carried out in collaboration with French-speaking authorities, institutions or companies, fluent written and spoken command of French is essential. A solid written and spoken knowledge of English is also required. Knowledge of another official language of the Alpine Convention would be an asset. 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.

The applicant must also be able to work in a team in an international context and have a good command of MS Office software programs (including: Word, Excel, Power Point).

### III. Contract offered

The position is offered for 32 hours per week and for a one-year fixed term.

The monthly net salary is 1,530 € (14 times per year). The position is funded by the French Presidency of the Alpine Convention.

Duty station: Innsbruck.

Preferred entry on duty: Mid-February 2020.

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**Please submit your application (CV and motivation letter not exceeding one page) in English and French, with attached copies of your educational qualifications and proofs of professional experience. The application should be submitted exclusively in electronic form, before 7 January 2020 to the Permanent Secretariat of the Alpine Convention at the following e-mail address:**

[vacancies@alpconv.org](mailto:vacancies@alpconv.org)