Job announcement
Secretary General of the Alpine Convention

The Alpine Convention is an international agreement signed by the eight alpine countries (Germany, France, Italy, Liechtenstein, Monaco, Austria, Switzerland and Slovenia) and the European Union. Its main objectives are the protection and the sustainable development of the Alps.

The text of the framework Convention and its eight Protocols, as well as information on the activities and bodies of the Alpine Convention, can be downloaded from the home page www.alpconv.org.

This job announcement concerns the position of Secretary General, i.e. head of the Permanent Secretariat of the Alpine Convention. The Permanent Secretariat of the Alpine Conventions has the following tasks, indicated in the Statute of the Permanent Secretariat, among others:

- Supporting the implementation of the Alpine Convention and the compliance with its protocols;
- Public relations work for the Alpine Convention, its protocols and their implementation;
- Coordination of scientific activities related with the Alps (SOIA/ABIS);
- Promoting projects that are in line with the goals of the Alpine Convention and its protocols, and that are jointly implemented by the contracting parties, their regional authorities, NGOs and other relevant partners.

The Permanent Secretariat has its seat in Innsbruck (A) and a branch office in Bolzano/Bozen (I).

The official languages of the Alpine Convention are German, French, Italian and Slovenian.
Secretary General of the Alpine Convention

Key responsibilities

- Head of the Permanent Secretariat at its seat in Innsbruck and branch office in Bolzano/Bozen.
- Administrative and technical support to the institutions and bodies of the Alpine Convention, including the Presidency and the working groups and platforms.
- Supporting the implementation of the Alpine Convention and its protocols, coordinating research activities, observation and information activities in relation to the Alps.
- Working closely with partners and with the networks established between the institutions from the Alpine area and the institutions of the European Union to implement the Convention's goals.
- External representation of the Alpine Convention in line with relevant mandates.
- Public relations.
- Communicating the goals and achievements of the Alpine Convention externally.
- Guiding and motivating an international team of about 10 people.
- Budget responsibility: more than Euro 800’000 during the calendar year.

Required profile

- A relevant university degree
- A minimum of 10 years of professional experience, at least three of which should demonstrate experience in international negotiations, preferably within the public sector or an international organisation.
- Good knowledge and experience of the European institutions and policies;
- Long-term experience in management and leadership roles.
- A good knowledge of the different Alpine regions and a strong connection to the mountains.
- Excellent proven communication and social skills.
- High intercultural competence and ability for interdisciplinary work.
- Excellent ability to have a strategic vision and to work in a creative and innovative way.
- Ability to work under pressure and great flexibility.
- Ability and willingness to travel extensively.
- Excellent spoken and written command of at least two of the four official languages of the Convention (i.e. French, German, Italian and Slovenian) and excellent spoken and written command of English.

Other requirements

Citizenship of one of the contracting states of the Alpine Convention or one of the member states of the European Union.
Male and female candidates are equally welcome to apply.
Terms of Employment

- The contract will be regulated by Austrian law and the relevant decisions of the Alpine Conference, particularly by the Staff Regulations of the Permanent Secretariat.
- Place of work: Innsbruck (Austria) and Bolzano/Bozen (Italy).
- Start date: July 1, 2019.
- Duration: the Secretary General is appointed by the Alpine Conference for a duration of 4 years. At the end of this period, a two-year extension is possible.
- Gross annual salary: between Euro 78,000-95,000; under the terms of the respective host country agreement the gross yearly salary is exempt from income tax.
- Privileges and immunities: according to the respective host country agreements between the Permanent Secretariat of the Alpine Convention and Austria and Italy, for the offices in Innsbruck as well as Bolzano/Bozen.

Application requirements

Applications should be in English and should include a CV and a cover letter. Please submit your application exclusively in electronic format no later than Friday November 30, 2018, before 12 pm (e-mail reception date), to the Permanent Secretariat of the Alpine Convention: SG2019@alpconv.org.