

Vacancy at the Joint Vienna Institute

Applications are solicited for the position of Administrative Assistant at the Joint Vienna Institute (JVI), Vienna, Austria. The JVI is an international organization created in 1992 by Austria, the International Monetary Fund, and several other international organizations. The JVI's objective is to train public sector officials from countries in Central, Eastern and South-Eastern Europe, the Caucasus, Central Asia, Ukraine, Russia, other New Independent States, and selected other countries. JVI courses provide hands-on, operational training to officials of JVI-eligible countries through a combination of lectures, workshops and case studies. The position is full time, initially for two years, renewable, and carries a competitive salary and benefits package.

Description:

The position requires a broad set of talents (e.g., first rate organizational skills, ability to work independently, flexibility, cope well with working under pressure), encompasses a wide range of responsibilities and offers excellent potential for personal and professional growth. Native German is a distinct asset, very good English skills are absolutely essential.

The successful candidate will

- Assist the Director in all aspects of his work, e.g., scheduling and coordinating of meetings, handle his correspondence, e-mails, make travel arrangements, etc.
- Provide administrative support to the Chief of Administration
- Develop and maintain the Institute's filing system, including mailing lists
- Organize events (e.g., Annual Lecture, Board Meetings)
- Perform routine office work

Qualifications:

- Baccalaureate (Matura), commercial school/college, or equivalent
- Preferably at least 5 years of relevant experience
- Fluency in oral and written German and English
- Knowledge of Russian an advantage
- Proficiency in standard PC software (Microsoft) and good knowledge of the Internet
- Excellent organizational skills
- Strong communication skills and capacity for teamwork

Salary and Benefits Package:

The position carries a competitive salary and benefits package that is commensurate with experience and qualifications. JVI staff members are exempt from immigration restrictions and from registration formalities.

The closing date for applications is August 15, 2010, 23:59 hours. It is expected that the successful applicant will take up her/his post as soon as possible, preferably by October 1, 2010.

If interested, please send your application and supporting material in English by E-mail to the Director of the JVI, Mr. Eduard Hochreiter at ehochreiter@jvi.org, with copy to Ms. Michele Burlington Green at mburlington.green@jvi.org, and Ms. Nina Weidler at nweidler@jvi.org.

July 28, 2010