

VACANCY ANNOUNCEMENT

Applications are solicited for the position of **Course Administrator (CA)** 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

We are seeking a Course Administrator to enhance our team. Duties will include responsibility for ensuring the smooth functioning of assigned courses and for responding to the needs and requests of the participants and the Course Director. The successful candidate will be expected to work independently as part of a professional and dedicated team. The work will also require contact with the Austrian Authorities and various international organizations. Additional administrative duties will be assigned on an ad hoc basis. Prospective candidates must be willing to work overtime, including evenings and weekends, if requested. Further details on the job content will be provided during interviews.

Qualifications

A university degree or equivalent professional training is desired. Fluency in English and Russian, with a working knowledge of German is required. Knowledge of other Slavonic languages is an advantage. Familiarity with standard computer software packages, especially the MS Office Suite (including Access), is necessary. Knowledge of TYPO 3 software is an advantage. Previous experience with database entry is also desirable.

The position requires excellent organizational skills, attention to detail, flexibility, and enthusiasm. The successful candidate must have excellent interpersonal skills, a proven record of working closely with people, and be sensitive towards people from different cultures.

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 22, 2010