

Vacancy Announcement Front Desk/Program Officer

December 14, 2018

Applications are solicited for the position of **Front Desk/Program Officer** at the Joint Vienna Institute (JVI), Vienna, Austria. The JVI—an international organization—is a regional training center 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 Southeastern Europe, the Caucasus, Central Asia, and other selected countries. Drawing on its long-standing partnerships and the expertise of its member organizations, the JVI offers a unique set of courses, seminars, and workshops, mostly in the area of economics.

Description

The job encompasses a wide range of responsibilities and offers excellent potential for personal and professional growth. As a front desk/program officer, the successful candidate will be:

- Serving as the first point of contact for callers, visitors, course participants, vendors etc.; monitoring building access; managing deliveries and mail, including diplomatic post; and, more broadly, ensuring the smooth functioning of the front office;
- Managing assigned courses, responding to the needs of participants and teaching staff;
- Organizing social and cultural events for assigned courses;
- Occasionally organizing special events such as public lectures or conferences, as well as periodic JVI staff events;
- Liaising with the Austrian Authorities and various international organizations;
- Able to work independently as part of a professional and dedicated team;
- Willing to work occasional overtime, including evenings and weekends to manage social and cultural events.

Further details on the job content will be provided during interviews.

Qualifications

- A university degree or equivalent professional training;
- Strong project management, communication, and diplomatic skills to ably manage courses and other events in a professional, international, and multicultural setting;
- Excellent interpersonal skills, a proven record of working closely with people, and sensitivity towards people from different cultures;
- Versatility, ingenuity, and a problem-solving mentality to meet the JVI's international clientele's diverse needs and manage unforeseen situations;
- Fluency in English, as well as a good working knowledge of German and Russian are essential. Knowledge of Bosnian-Croatian-Montenegrin-Serbian (BCMS) is an advantage;
- Preferably at least 3 years of relevant experience, especially in an international organization or environment, including in the field of project management;
- First-rate computer skills, especially MS Office and Windows. Knowledge of other programs, including TYPO3, is an advantage.

Salary and Benefits Package

The position is a full-time, limited-term appointment, initially for two years with the possibility of renewal. It carries a competitive salary and benefits package. JVI staff members are exempt from some immigration restrictions and registration formalities.

The closing date for applications is January 11, 2019. It is expected that the successful applicant will take up his/her post by March 1, 2019.

Interested parties can apply online via www.jvi.org/jobs. Please address inquiries to jobs@jvi.org.