

## Vacancy Announcement Management Assistant (Temporary)

July 31, 2018

Applications are solicited for the temporary 12-month position of **Management Assistant** 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.

The successful candidate will:

- Provide administrative support to the JVI Director and the rest of the management team, including scheduling and coordinating meetings, handling correspondence and contracts, travel arrangements and routine office work;
- Organize Board Meetings and prepare and proofread Board documents and PowerPoint presentations;
- Organize JVI outreach events;
- Coordinate the online newsletter and update the JVI website;
- Prepare translations (English to German and vice versa);
- Work closely with the HR/Finance Assistant and act as back up as needed.

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

### Qualifications

- A university degree or equivalent professional training;
- Preferably at least 5 years of relevant experience, including in an international organization or environment;
- Fluency in English and German are essential. Knowledge of Russian is an advantage;
- First-rate computer skills, especially MS Office and Windows. Knowledge of TYPO3 is a distinct advantage.

### Salary and Benefits Package

The position is full time, temporary for 12 months, and carries a competitive salary and benefits package. JVI staff members are exempt from immigration restrictions and from registration formalities.

**The closing date for applications is September 2, 2018.** It is expected that the successful applicant will take up her/his post as soon as possible.

Interested parties can apply online via [www.jvi.org/jobs](http://www.jvi.org/jobs). Please address inquiries to [jobs@jvi.org](mailto:jobs@jvi.org).