

Recruitment Profile

Profile:	Administrative Associate
Contract:	Full-time (40 hours per week), Limited until 31 st of March 2026
Duty Station:	Ban Ki-moon Centre for Global Citizens, 1030 Vienna
Criteria	This position is open to a recent graduate. Candidates should have the right to work in Austria at the time of appointment and for the entire duration of the assignment (non-EU citizens must attach the respective working permit to the application)
Salary:	We offer a minimum monthly salary of 2,100 EUR net, dependent on level of experience
Reports to:	Program Manager and CEO
Deadline for applications:	5 May 2024, 23:59 CEST
Envisaged starting date:	1 July 2024 (earlier starting date possible and desired)

Please send your applications to recruitment@bankimooncentre.org. Your email must be submitted using the following format for subject line: LAST NAME_First name_EAA Admin Associate.

We are looking for a young professional who wants to engage in an international non-profit environment to provide administrative and programmatic assistance for the Ban Ki-moon Centre (BKMC) and its program Elevating Agricultural Adaptation (EAA).

The ideal candidate is a proactive and professional individual with exceptional organizational skills and an interest in working in an international and multicultural environment with a focus on sustainable development.

Organization: The BKMC is a quasi-international organization in Austria, under the leadership of the co-chairs Ban Ki-moon and Heinz Fischer. It is working to empower women and youth in the framework of the Sustainable Development Goals (SDGs) and the Paris Climate Agreement. Our goal is to create a world in which all people can thrive as global citizens. The current BKMC team is a diverse and excellent group of dedicated professionals from all over the world who share a passion for sustainability, youth and women's empowerment and global citizenship.

Elevating Agricultural Adaptation Program (EAA): Under the programmatic pillar of governmental cooperation, the Centre is implementing the EAA program for a climate-change-resilient world free of hunger, building upon the former Secretary-General's twin legacies of the Paris Agreement and the SDGs. The program highlights the importance of greater investment in climate-resilient agriculture and the adaptive capacity of smallholder farmers – who are on the frontlines of climate change. It seeks to elevate the issue of agricultural adaptation and to secure commitments to action from target donors and recipients through advocacy, awareness raising and capacity-building.

Major Duties and Responsibilities

Under the direct supervision of the Program Manager responsible for EAA and the Chief Executive Officer, the Administrative Associate will be responsible for providing administrative assistance for the EAA program, support for the CEO and general BKMC office management. Tasks include:

1. Administrative Support to EAA Program:

- assist in planning, coordination, and implementation of activities for the EAA program, including AgriChampions component;
- oversee scheduling, correspondence, phone calls, calendar arrangements for the team;
- continuous and accurate tracking of established program metrics including monitoring, evaluation, and financial information;
- support all pre-event planning, including venue search, catering, and travel;
- organize guest speakers and delegate packs and handle general inquiries from guests, participants and other parties;
- provide technical support and troubleshooting of virtual meetings/webinars/events (registrations, scheduling, testing, hosting, backstopping, spotlighting, Facebook/YouTube live streaming, etc.);
- produce post-event evaluation to inform future events;
- keep a record of relevant global developments to produce regular media briefings.

2. Administrative Support for Chief Executive Officer:

- calendar management for CEO;
- draft and review communications on behalf of CEO;
- organize and prepare for meetings, including gathering documents and attending to logistics of meetings;
- coordinate travel arrangements including compiling, processing, and recording expenses; and
- manage CEO's contacts database.

3. General Administrative Support:

- Manage office inbox and provide office management support

4. Any other duties that may be assigned by the Program Manager, CEO or COO

Skills and competencies

- Recent graduate with undergraduate degree in humanities, international affairs, languages, business administration, tourism, or related field.
- Prior administrative experience in an office environment, especially in an NGO/international organisation is an advantage.
- German native speaker, excellent language skills in English.
- Strong organizational skills with the ability to multi-task, prioritize and excellent time management skills.
- Attention to detail and problem-solving skills.
- Outstanding technical skills: MS Office Suite (Outlook, Word, Excel, PowerPoint, Teams, OneDrive), Zoom.
- Outstanding written and oral communication skills (drafting briefings, presentation slides, concept notes).
- Passionate about climate action, gender equality and sustainable development with a proven record of aggregating and processing information.
- Reliable team member, open-minded and able to work independently across cultures and languages.

What we offer

- Dynamic and highly motivated team in a multi-cultural setting
- Flexible working hours (e.g. core hours) and home office up to 50 percent
- Yearly budget for training possibilities
- Regular team building, workshops, and events throughout the year
- Working place in a central location in the 3rd district of Vienna
- Business laptop & business mobile phone

The position is full-time (40hrs per week) and will take place at the Centre's offices located in Vienna, Austria. We offer a fixed monthly salary of EUR 2,100 net (after all taxes and deductions for social security), paid 13 times a year. The incumbent will be registered with the Austrian social insurance as an employee of the BKMC. The contract further includes five weeks (25 working days) paid leave as well as an average of 13 Austrian public holidays per annum.

Candidates should have the right to work in Austria at the time of appointment and for the entire duration of the assignment (non-EU citizens must attach the respective working permit to the application). Individuals will need to provide proof of their nationality, residency and working rights as well as their degrees upon request.

The Centre is an equal opportunity employer. All employment decisions are made without regard for age, gender, race, religion, marital status, physical or mental disability, or sexual orientation.

This position requires working at a desk with a laptop and regular engagements via the phone or online meeting rooms. The BKMC office is on the second floor, a lift is available.

Application

- The candidate's application in English should include a curriculum vitae, with at least two personal references.
- In addition, each applicant is required to submit a max 1-minute video recording of themselves, mentioning their name and outlining the applicant's motivation and interest in the position, relevant experience, and how they think they would be an asset to the Centre's team.
- Interviews will take place in mid-May 2024 (Vienna, optionally virtual)

Privacy notice for job applicants

By sending us your application, you consent to the processing of your personal data indicated in your application documents and related correspondence. Your application is treated strictly confidentially and in accordance with the General Data Protection Regulation (GDPR). Your personal data and application documents are only shared with the Ban Ki-Moon Centre's staff directly involved in the application process. In exceptional cases, recruitment processes include panel interviews which involve external members. If you are invited to such a panel interview, your application documents will also be shared with external panellists to allow them to prepare for the interview. The Ban Ki-moon Centre will store your personal data and documents until six months after the application process has been completed, unless you consent to the Ban Ki-moon Centre keeping your application in evidence for future job openings.