

RECRUITMENT PROFILE

Position	Executive Assistant to BKMC Co-Chair Dr. Heinz Fischer
Contract:	Two-year contract (one month probation period), with possibility of extension
Duty Station:	Vienna, Ban Ki-moon Centre for Global Citizens
Working Hours:	Full-time all-in Contract (40h week)
Eligibility	Candidates must have the right to work in Austria at the time of application and for the full duration of the contract. Non-EU citizens must include a valid work permit in their application.
Salary:	Minimum monthly net salary of 2.200 EUR, paid 13 times annually, free of income tax under the Centre's legal status.
Reports to:	Co-Chair Heinz Fischer and to BKMC management
Starting Date:	4 September 2025 (or earlier)
Application Deadline:	27 July 2025, CEST 23:55
Application Email:	recruitment@bankimooncentre.org

About the Role:

The BKMC is seeking a highly organized, proactive, and discreet Executive Assistant to support Co-Chair Dr. Heinz Fischer in his daily responsibilities and engagements. The ideal candidate thrives in a fast-paced international environment, handles pressure and deadlines with ease, and takes initiative while managing multiple priorities with poise.

This role requires a service-minded, reliable individual with excellent communication skills and a talent for managing schedules, preparing briefings and correspondence, coordinating high-level meetings, and independently implementing select projects. A proactive, flexible attitude and a warm, professional demeanour are essential.

About the Organization:

The Ban Ki-moon Centre for Global Citizens (BKMC) is a Quasi-International Organization (QIO) based in Vienna. It empowers current and future leaders to advance the Sustainable Development Goals (SDGs) and the Paris Climate Agreement by fostering global citizenship, gender equality, climate action, and sustainability. The Centre is co-chaired by the 8th UN Secretary-General Ban Ki-moon and the 11th President of Austria Dr. Heinz Fischer.



Key Responsibilities:

Working under the supervision of the Co-Chair and COO, and in collaboration with BKMC colleagues and external stakeholders, the Executive Assistant will:

- Manage all aspects of the Co-Chair's schedule and correspondence (phone, email, letters)
- Draft or transcribe, review, and format high-level speeches, media articles, media interviews, presentations, and briefing materials
- Coordinate meetings, events, and travel (domestic/international), including logistics and background materials
- Accompany the Co-Chair to external events, meetings, interviews, or other engagements, as requested
- Serve as liaison between the Co-Chair and external stakeholders (ministries, parliament, diplomatic corps, academia, civil society, media)
- Maintain clear records and archives of correspondence, documents, and expenses
- Coordinate and implement a limited number of small projects on behalf of the Co-Chair or the BKMC (event planning, reporting, communications)
- Assist in tasks related to the Co-Chair's other roles (e.g., VHS, ÖGCF, VPO, IWM)
- Support internal and external communication efforts related to the Co-Chair's activities
- Work closely with the BKMC communications team
- Welcome and manage logistics of delegations, visitors, media or video crews received at the BKMC
- Contribute to general office administration and provide ad hoc assistance to the CEO, COO, and other team members as needed

Qualifications & Desired Profile

- Bachelor's degree in international relations, public/business/office administration, communications, political science, human resources or a related field
- Minimum 1 year of relevant experience in an administrative, organizational, or communications role (e.g., in NGOs, international organizations, public sector, startups)
- Native German and excellent English required (spoken and written)
- Strong organizational and time-management skills; able to prioritize under pressure and meet tight deadlines
- Professional, polished written and verbal communication (experience in public/diplomatic sector is an asset)

- Experience in drafting speeches, background notes, and communications materials
- Confident using Office 365 (Outlook, Word, Excel, PowerPoint, Teams), Zoom, Canva; basic IT troubleshooting skills are an asset
- Approachable, proactive, diplomatic, protocol-oriented, and discreet
- Enthusiastic about the mission of the BKMC, global citizenship, human rights, gender equality, and sustainable development

What we offer:

Join a dynamic and purpose-driven international team at our headquarters in Vienna, working at the intersection of diplomacy, global citizenship, and sustainable development. We offer a full-time all-in contract (40 hours/week) with a net monthly salary of €2,200, paid 13 times per year and exempt from income tax under the Centre's legal status. Salary adjustments based on experience and performance are possible.

Additional benefits include:

- A meaningful role with high-level exposure to international affairs and multilateral engagement
- Five weeks of paid annual leave plus Austrian public holidays
- Flexible working arrangements, including potential for home office
- An inclusive, collaborative, and supportive work environment committed to advancing the SDGs, climate action, gender equality, and global citizenship

How to Apply:

Please submit the following documents in English to recruitment@bankimooncentre.org:

- CV in English and German, without picture
- Motivation Letter (max. 500 words) in English and German, explaining your interest, relevant experience, and fit for the position
- One Letter of Reference by someone familiar with your work

Shortlisted candidates will be invited to (virtual) interviews in August 2025.

Privacy Notice:

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.