



RECRUITMENT PROFILE

Profile:	Program and Communications Intern
Contract:	Limited for 8 months, with no possibility to extend
Duty Station:	Vienna, Ban Ki-moon Centre for Global Citizens
Working Hours:	Full-time (40 hours per week)
Criteria	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 stipend of 1000 EUR net per month.
Reports to:	Program Officer (Austrian Project Portfolio)
Deadline for applications:	10 April 2023, 23.59 CET
Envisaged starting date:	2 May 2023

Please send your applications to recruitment@bankimooncentre.org

We are looking for a reliable, organized, and motivated professional who wants to engage in an international working environment to contribute to the Centre's diverse programmatic portfolio.

The ideal candidate is passionate about the Centre's mission and willing to take on responsibility in project management, organizational, and administrative tasks.

Organization Summary:

The Ban Ki-moon Centre (BKMC) is a quasi-international organization (QIO) that works with current and future leaders to fulfil their aspirations towards the SDGs and the Paris Climate Agreement. It focuses on fostering a global citizen mindset to achieve a sustainable future for all – leaving no one behind. It is led by Co-chairs Ban Ki-moon, 8th UN Secretary-General and Heinz Fischer, 11th President of the Republic of Austria.

Major Duties and Responsibilities:

The Program and Communications Intern will contribute to the BKMC's programmatic portfolio by assisting organizational, administrative, event management and communications tasks. The portfolio encompasses support with the organization, implementation, and outreach of the SDG Dialogforum 3.0, as well as awareness-raising campaigns on diverse topics in Austria.



Programmatic Support

- Assisting in drafting concept notes, proposals, and reports, and support with partner outreach under the supervision of the Program Officer
- Assisting with the planning, organizing and executing of programmatic events
- Assisting with schedules, correspondence, calls, calendar arrangements, and taking notes
- Conducting background research on various topics as needed
- Assisting in preparing, maintaining, and organizing project-related files, including databases

Communications & Social Media

- Support in drafting communications briefings and assisting with the creation of communications/press materials
- Assisting in maintaining the content calendar and monitoring of the Ban Ki-moon Centre's social media channels
- Supporting in drafting blog articles, short copy texts and presentation slides as appropriate
- Supporting with the distribution of publications and other branding material, as needed

Required Competencies:

- Fluency in German and excellent language skills in English;
- Bachelor's degree in related fields such as international development, environmental studies, economics, business administration, legal studies, marketing, etc.
- Good organizational and time management skills with capacity to think two steps ahead
- Good written and oral communication skills (drafting/designing e-mails, letters, notes, articles, presentation slides, communications material, tweets)

Desired Competencies:

- Previous experience (can be university or volunteer work) in a project management or event management function
- Interest in Austrian governmental work and relevant NGO landscape in Austria
- Strong interest in sustainable development, international cooperation and diplomacy
- Technical skills: Zoom, MS Office (Outlook, Word, Excel, PowerPoint, Teams, OneDrive), Canva, Google Forms, Social Media Channels (Twitter, Instagram, LinkedIn, Facebook)
- Reliable, open-minded, and empathetic team player, and able to work across cultures and languages

What we offer:

A full-time intern position (40hrs per week), which will take place at the Centre's Secretariat located in Vienna, Austria. We offer a minimum monthly salary of EUR 1000 net per month, paid 12 times per year, subject only to Austrian social security contributions, currently free of income tax due to the Centre's legal status.

It further includes five weeks paid leave as well as an average of 13 Austrian public holidays per annum.

All employees are personally responsible for obtaining any required visa for Austria and for complying with local laws including residency registration (valid residence permit).



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. Home office is possible to up to 50% of annual working days.

Application:

- The candidate's application in English should include a curriculum vitae with contact details of two references who are familiar with their qualifications.
- In addition, each applicant shall submit a max 2-minute video recording of themselves, mentioning their name and outlining the applicant's interest in the position, relevant experience (academic and non-academic), and how they would be an asset to the Centre's team.
- (Virtual) interviews to take place mid-April 2023.

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.