Vienna, 22 October 2019

IUSY is looking for a Project Manager to its Secretariat. As Project Manager of IUSY you are engaged in all our activities and will get a very broad and multicultural management experience. You will also get a unique chance for a couple of years to study the world from a political and social perspective.

IUSY Secretariat is a small team consisting of the Secretary General who leads the work and two Project Manager. The job is full time, including frequent travel and work during weekends. The Secretariat is located in Vienna, Austria and it is required that you are ready to move and live here.

We hope that you are ready to start working in the end of November/Beginning of December at the latest.

In cooperation with the Secretary General and the rest of the Secretariat, the Project Manager assists in the management, preparation and running of seminars, statutory meetings and other political initiatives set out by IUSY. The Project Manager is responsible for the IUSY Global Project, a cooperation between IUSY, SSU- Swedish Social Democratic Youth League and OPC- Olof Palme International Center.

The Project Manager will be responsible for project and funding applications, as well as reporting. In addition to the previous mentioned tasks, the Project Manager assist in the daily running of the secretariat, such as answering mails and phones, updating the website and whatever the Secretary General needs in the running of the office.

Responsibilities:

- To generate ideas for developing the Global Project.
- Responsible for reporting of funding’s and narrative reporting related to the Global project.
- Responsible for arranging activities that are outlined in the project description, in co-operation with the Secretary General, Presidium, IUSY Member Organisations and other actors.
- Responsible for preparing and organizing international campaigns together with the Secretary General, presidium and the Communication Project Manager.
- Administrative office tasks.

Requirements:

- Respect and share the values of IUSY.
- Have interest in human rights, democracy building and international solidarity.
- Capacity to organize conferences, run programmes, campaigns, seminars, trainings etcetera.
- Capacity to work in a team as well as individually and in the multicultural ambiance of IUSY.
- Excellent attention to details and highly organised; Ability to meet deadlines.
- Be ready to be flexible in terms of working hours and able to work under time pressure.
- Interpersonal skills.
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- Creative with a strong mind for ideas for new projects and campaigns.
- Keeps up to date with latest developments in relevant organisations with focus on projects and fundings.
- Fluent in written and spoken English. A good knowledge in Spanish or French is desirable, but not a requirement.

Technical skills
- Advance knowledge of content management systems
- Managing Microsoft Office Package
- Experience of Adobe Photoshop essential and knowledge of Flash/Fireworks an advantage.
- Prior knowledge and use of analytical tools and software including Google Analytics.
- A strong understanding and experience of working with applying for projects.

Conditions
IUSY offers a full time open contract (38.5 hours/week) that complies with the Austrian labour legislation pay scale grouping.

About IUSY
IUSY is an international NGO made up of about 150 socialist, social democratic and labour youth organisations from over 100 countries all over the world. IUSY is the world’s biggest political youth organization.

Our international organization has over 100 years of experience in running activities for promotion of our principles and ideas of young people for political solutions to issues and challenges of pressing concern in their societies. Our activities include short- and long term programs aiming at strengthening youth organizations through education and cooperation, empowering young people for active participation in social and political life through seminars, conferences and debates, increasing equal participation of underrepresented groups of young people and providing a global platform for cooperation and exchange of ideas of young people through world youth festivals, global campaigns and global communication platforms. We organize activities all over the world; Conferences, Meetings, Seminars, Workshops, Trainings, Study Visits and Festivals. We believe in a world based on equality, sustainability and solidarity. We want young people to be able to shape their own future. Therefore the struggle for democracy and human rights comes first for us!

Applications should be sent in to IUSY Secretary General at ana.pirtskhalava@iusy.org by latest 3rd November 2019.

The application should include the following documents:
- Curriculum Vitae
- Motivation Letter
- 2 references
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Please refer in the subject of your email: IUSY PM – (your name and surname)

Interviews will be held 6 and 11-12 November, 2019 in Vienna, Austria (video interview is also possible). After the interviews, all candidates will be informed of the results.

The new staff is expected to join the office already in the end of November for IUSY Asia Pacific Committee / beginning of December.

Contact:
Ana Pirtskhalava
Ana.pirtskhalava@iusy.org
+43 699 171 20 830