IUSY is looking for a Project Manager to its Secretariat based in Vienna (Austria). As Project Manager of IUSY you are engaged in all our activities and will get a very broad and intercultural 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 of the office and two Project Managers. The job is full time, including frequent travel and work during weekends when necessary.

The Secretariat is located in Vienna, Austria and normally it is required that you are ready to move and live here, but for initial period due to the pandemic it is also possible to work from home (this depends on the needs of the Secretariat and Secretary General). We hope that you are ready to start working in the beginning of April.

In cooperation with the Secretary General and the rest of the Secretariat, the Project Manager assists in the management, preparation and implementation of seminars, statutory meetings, study visits and other political initiatives.

The Project Manager is responsible for the IUSY Global Project, a cooperation between IUSY, SSU-Swedish Social Democratic Youth League, OPC- Olof Palme International Center and IFLRY. The project covers IUSY regional committee meetings, working group meetings and Global Seminar.

The Project Manager will be responsible for project and funding applications, as well as reporting. In addition to the previously mentioned tasks, the Project Manager assists in the daily running of the Secretariat, such as answering mails and phones, updating the website and other tasks that supports the running of the office.

Responsibilities:

- Ensuring effective project management of the assigned project by maintaining the delivery of appropriate technical, operational, financial and administrative outputs, while tracking the project progress through monitoring, evaluation and reporting;
• Managing and coordinating the implementation of the respective activities within the project
• Monitoring the progress of implementation of project activities, observing the work-plan and set deadlines including monitoring of the financial resources and accounting to ensure accuracy and reliability of financial reports;
• Managing and monitoring project risks initially identified, submitting information on the new risks and possible mitigating measures to OPC Programme Manager updating the status of these risks by maintaining a Project Risk Log;
• Assuming responsibilities in line with the office (Secretary General, Project Manager)
• Preparing project progress reports (progress against planned activities, update on risks issues, expenditure etc.)
• Maintaining regular communication on relevant project developments with project partners
• Submitting application and reports to OPC in a quality and timely manner.

Competences

Values
• Aligning with IUSY values of solidarity, democracy, human rights, gender equality, social inclusion, social justice etc.
• Displaying sensitivity and adaptability in various cultural and socially constructed environments.

Management and organisational skills
• Demonstrating tolerance for change, complexity and unpredictability
• Handling confidential and politically sensitive issues in a responsible and mature manner
• Demonstrating openness to change and ability to manage complexities
• Using initiative and making new ideas
• Demonstrating strong event organisation skills (conferences, seminars, trainings, big scale events etc.)
• Focusing on details, meeting deadlines
• Being flexible with working hours (work in weekends, travels)
• Demonstrating conflict resolution skills

Communication skills
• Having strong interpersonal and networking skills
• Demonstrating active listening skills
• Respecting differences in opinions
• Finding common ground to solve issues

Technical skills
• Advance knowledge of content management systems
• Managing Microsoft Office Package
• Experience of Adobe Photoshop is essential and knowledge of Flash/Fireworks is an
advantage

- Prior knowledge and use of analytical tools and software including Google Analytics.
- Office administration skills

Languages
Fluent in written and spoken English. A good knowledge in Spanish or French is desirable, but not a requirement. German language skill can be an asset.

Conditions
IUSY offers a full time open contract (38.5 hours/week) that complies with the Austrian labour legislation pay scale grouping. IUSY operates a 14-month salary system. The salary is 2,500€ per month before tax (two months’ salary are given in July and December).

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 organisation.

Our international organisation 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 organisations 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 8th March 23:00 CET 2021.

The application should include the following documents:
- Curriculum Vitae
- Motivation Letter
- 2 references

Please refer in the subject of your email: IUSY PM – (your name and surname)

Interviews will be held in Vienna, Austria (in the case travels will be possible). 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 beginning of April to help IUSY secretariat with IUSY World Congress arrangements that will take place in June 2021.

Contact:
Ana Pirtskhalava
IUSY Secretary General

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