IFIP - the International Federation for Information Processing – is the global federation of ICT professional societies and associations covering five continents, committed to advancing professional and socially responsible applications of technology. More than 3,500 individual volunteers contribute to its Technical Committees and working groups. Founded under the auspices of UNESCO in 1960, IFIP works closely with UNESCO and UN agencies to promote understanding of technology-related issues and collaboration on solutions to help achieve the United Nations Sustainable Development Goals. To support IFIP’s expanding work with our members and committees and the broader global ICT community we are seeking applications for the role of

**ADMINISTRATIVE ASSISTANT (f/m/x)**
(part-time, 20h per week)

**Your tasks:**
- Using, posting, monitoring and maintaining IFIP social media accounts
- Assisting IFIP event organisers in the preparation of the required documents and in the promotion of events
- Managing the IFIP events database
- Generating event update sheets and other event documents and information, communicating with IFIP publisher
- Book-keeping, particularly event fees and membership fees invoicing
- Maintaining general office facilities including the opening of files and filing systems, stock control and ordering, dealing with local suppliers

**Your profile:**
- University degree or several years of professional experience in event and/or social media management or in a comparable position
- Excellent applied MS Office knowledge
- Experience in the field of assistance, support functions, and communication
- Knowledge of the bookkeeping (BMD) and banking (ELBA Business) applications will be an advantage
- Knowledge in social media content creation, social media strategy and content calendar will be an advantage
- Excellent English and working German skills needed

**Our offer:**
- Interesting field of activity in a dynamic international environment
- Flex time arrangement
- Unique historical location
- Possibility to work independently and self-development

The annual gross salary according to the collective agreement of the Austrian Academy of Sciences (OeAW) for this position is € 18,860,10 (part time based, 50% before taxes, 14-times) (Depending on qualification and experience, the salary can be negotiated.)

Our offer aims at communicative personalities with a confidence appearance who understand how to portray complex connections clear and understandably and find joy in self-reliant work. Please send your application including all relevant documents, certificates/references via e-mail to gensec@ifip.org (mentioning Job ID: IFI091ADM223) no later than August 14th, 2023.

The Austrian Academy of Sciences (OeAW) pursues a non-discriminatory employment policy and values equal opportunities, as well as diversity. Individuals from underrepresented groups are particularly encouraged to apply.