

Vienna, 8th April 2019

VACANCY

WINS Academy and Communications Manager

The World Institute for Nuclear Security (WINS) is looking to appoint a WINS Academy and Communications Manager at its offices in Vienna. The WINS Academy & Communications Manager reports to the Head of the WINS Academy and is responsible for promoting the WINS Academy Programme, managing Academy participants, stakeholder engagement and communication, and achieving high levels of participant enrolment and exam success.

The WINS Academy is the world's first certification programme for nuclear security management that is offered globally. The programme is based on a core philosophy that security is a fundamental aspect of risk management and corporate reputation and that effective security requires personnel who are demonstrably competent. Further details concerning the WINS Academy are available on the WINS Website at <https://wins.org/wins-academy>

Salary is negotiable depending on experience but is likely to be in the range €50-60k/annum (brutto).

The key responsibilities are:

- Management of the WINS Academy to achieve high levels of enrolment and exam success
- Management of, and effective engagement with, WINS Academy Participants and its Alumni
- Project Support

Essential requirements for the position are:

- University degree in a relevant field
- Strong planning and project management skills
- Ability to work independently and as a member of small team
- Excellent written and spoken English
- Effective analytical and problem-solving skills
- Strong stakeholder engagement, communication and customer service skills
- Demonstrated experience in the design and execution of marketing and sales campaigns in a comparable area (online environment)
- Working knowledge of databases for managing information

Please forward a brief cover letter (no more than one page) explaining why you are interested and qualified to undertake the role, along with your CV to: info@wins.org, with the following reference in the subject field: WINS Academy and Communication Manager/Your Name. The application period closes on Monday 22nd April 2019. Interviews will be conducted in May 2019 and the starting date can be immediate but will be no later than the end of July 2019.

Applicants must possess the ability to legally reside in Austria. WINS is exempt from the requirement for a work permit.