Project Assistant

**Reports to:** WINS Head of Programmes

**Based at:** World Institute for Nuclear Security, Graben 19, 1010 Vienna, Austria

**Start date:** January 2016

**Application deadline:** 15 November 2015

**Summary of Position:**

The Project Assistant provides support to the WINS team in the delivery of our operational programme. The individual will primarily support programmes to deliver workshops and training, provide WINS Academy participant support, and liaise with the WINS membership. The role will also support the implementation of the WINS Strategic Objectives for 2020, in particular by thinking creatively about ways to measure, evaluate and report the progress WINS and External Stakeholders are making against these predefined objectives. The individual will need to research and consolidate relevant data available in open sources, identify and analyse trends, and assist in reporting and communicating on WINS and other nuclear security stakeholder achievements.

**Required Competencies**

* Experience planning and progressing work activities within general guidelines, using initiative and judgment;
* Ability to solve problems and think creatively;
* Efficient time management skills and possesses the ability to work independently and deliver at a very high quality;
* Ability to work with large amounts of data: facts, figures, and numbers. The ability to research, interpret, clean, transform, validate and model data with the purpose of making conclusions to the attention of WINS management;
* Experience presenting findings, or translating data into an understandable format. Clear communication and interpersonal skills;
* Fluent spoken and written English is compulsory. Excellent writing skill is highly desirable.
* Strong Excel and Microsoft Office skills are required for analysing large datasets.

**We Offer:**

* The opportunity to contribute to the work in a dynamic organisation that is growing and making a strategic contribution to world affairs;
* A great team environment;
* €30,430(Gross)/€21,426(Net) starting salary
* Full time position

**Application Instructions:**

Applicants must be able to obtain a residency permit for Austria (WINS can assist). Please forward a brief cover letter and a CV in English, including your references to: info@wins.org, with the following reference in the subject field: Project Assistant/Your Name. Once shortlisted applicants may be asked to submit samples of their previous work.