OIV		NATIONAL VINE AND WINE ORGANISATION Intergovernmental organisation Dished by the international agreement of 3 April 2001 JOB OFFER					
<u>Post</u> : Secretariat Scientific and technical Department	Location: Until 31 July 202 35 rue de Monce 75008 PARIS - from 1/8/2022 Dijon (21)	au	<u>Date of entry into service</u> : As soon as possible	<u>Duration of the</u> <u>Contract :</u> 3-year fixed-term contract			
Job description Under the supervision of and the direct authority of Technical Director and in Heads of Unit, the Secre and Technical Unit will er Management of comm commissions expert gr delegation requests, ca calendars, badges Follow-up on the evolut resolutions and comma Follow-up of minutes, a Publication/disseminat documents Management of the co platform - Delegation managem - Secretariat of the Sci Director - other related tasks tha	f the Scientific and coordination with the tary of the Scientific nsure : ission, sub- oup meetings, onvocations, tion of draft ents agenda, formatting, ion of working llaborative work eent entific and Technical	 Class OIV S Proba Tax re tax or Tax re tax or Worki Annua Socia Socia Goss annual t including allowance Gualifica be a Good including Be a Mast software Good in a tech Addit Fluer FYOU Rigo Sens procedu Abilit 	y to manage work according to prio lity to work in a team and to comm	tions (exemption from all thly instalments) [i.e. approx. net on qualification and experience, eon vouchers, residence, family tries of the Organisation ns, knowledge of the main issing) 3 years' proven experience ated 2, 3, 4 AND 5 PLEASE DO NOT NOT BE CONSIDERED on bect for standards and writies.			



INTERNATIONAL VINE AND WINE ORGANISATION

PERSONAL HISTORY

Please answer each question clearly and completely. <u>Type or print in ink.</u> Read carefully and follow all directions.

. Family name First name					Other r	ames			Maiden Name			
2. Date of birth (D/M/Y)	3. Country of birth					4. Natio	nality/ies at birth 5. Present nationality/ies					
6. Sex M 🗌 F 🗌	7. Marital status: Single 🗌 Married 🗌					Legally	Legally separated Divorced Widow(er)					
8. Permanent address:	9. Present address:							10. Te	lepho	one no. during v	vorking hours:	
Telephone: Telephon Fax: Fax:			ohone:				Fax:					
E-mail:			ail:				E-mail:					
1. 11. Have you taken up legal residence status in any country other than that of your nationality Yes No								No				
If "yes", in which country?2.12. Have you ta		egal st	ens to	wards ch	anging	Vollr prese	ent nationali	tv		Ve	× 🗌	No
								140				
13. Have you any dependants? Yes No If "yes", give the following information:												
Name Age				Relationship		N	Name		Relationship			
14. What is your preferred field of work? 15. Vacancy Notice applied for:												
16. Would you accept employment for less than six months? No 17. Have you previously submitted an application for employment with the OIV? If so, when?												
4. 18. Indicate the name of any relatives working in the OIV Secretariat, or other international organizations:												
Name: Organization/Mission/Representation: Relationship:												
a) 19. KNOWLEDGE OF LANGUAGES. Indicate your first language; if not the same, indicate also												
mother tongue:												
Other languages Easily Not ea		easily	write sily Easily Not		Not easily	Speak Fluently		ak Uno Not fluently Easily		derstand Not easil	v	
									iay			y
												_
20. For secretarial positions only: 21. List computer skills and office machines you can use: Indicate speed in words per minute: 21. List computer skills and office machines you can use:						S						
	language	lang	guage	language	lang	uage						
Typing							-					
Shorthand		I		l	I		1					

	Institution Name, place and country	ame of institutio er degrees. Years attend From	ns and titles of degrees	s in original langua es, diplomas, degree	es and academic	Main course of		
22. EDUCATION N.B. Please give exact name of institutions and tilles of degrees in original language starting with the most recent. Please do not translate or equate to other degrees. Name, place and country Years attended Certificates, diplomas, degrees and academic distinctions obtained Main course of study Name, place and country Years attended Certificates, diplomas, degrees and academic distinctions obtained Main course of study Image: Starting with recent place and country Image: Starting with recent place and note attach): Image: Starting with recent place and note attach): 23. List any significant publications you have written (do not attach): Image: Starting with your present post. Image: Starting with your present post. Image: Starting with your present post. 24. EMPLOYMENT RECORD. Starting with your present post. Image: Starting with your present post. Image: Starting with your present post. Image: Starting with your present post. 24. EMPLOYMENT RECORD. Starting with your present post. Image: Starting with your present post. Image: Starting with your present post. Image: Starting with your present post. 24. EMPLOYMENT RECORD. Starting with your present post. Image: Starting with your post: From To	Institution Name, place and country	ame of institutio er degrees. Years attend From	ns and titles of degrees	s in original langua es, diplomas, degree	es and academic	Main course of		
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Name, place and country From To distinctions obtained study Image:	Name, place and country	From	To	es, diplomas, degree distinctions obtai	es and academic ned			
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From	То	Salary per a	annum (gross)	Exact title of your	post:				
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Name of employer:			Type of activity:						
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From	То		r annum (gross)	Exact title of your	post:			
Month/Year	Month/Year	Starting	Final					
Name of employer:			Type of activity:					
Address and telephone of em	nlover:		Name of superviso	r.				
	ipioyer.			1.				
Number and kind of employees Reason for leaving:								
supervised by you: DESCRIPTION OF YOUR DUTIES								
25. Have you any objections	to our making in	quiries of your pre	esent employer?		Yes No			
26. Are you now, or have you	ueverbeen ap	ermanent civil ser	vant in vour governme	nt's employ?	Yes 🗌 No 🗌			
If "yes", when?	. ere:, a p		rain in joar gereinine					
		t related to you, void to supervisors listed	who are familiar with ye ad <i>under item 24</i>	our character and qu	alifications.			
	NAME		FULL AD	DRESS	OCCUPATION			
			102278					
28. State any other relevant facts, including membership in professional societies. Include information regarding any residence outside the country of your nationality.								
29. Appointment is subject to limit your work or your ab	a satisfactory m ility to engage in	edical examination air travel?	on and might entail trav	el to any area of the	world. Have you any disabilities which might			
No 🗌 Yes 🗌	Explain:							
30. Have you ever been arres violation of any law (exclu			a court as a defendant	in a criminal proceed	ling, or convicted, fined or imprisoned for the			
No 🗌 🛛 Yes 🗌								
If "yes", give full particula	rs of each case i	n an attached sta	tement.					
31. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief.								
	representations				correct to the best of my knowledge and belief. er document requested by OIV renders a			
Date:		Się	gnature:					
<u> </u>								
however, send a	iny document	iry evidence un	itil you have been a	sked to do so by t	tements you have made above. Do not, he Organization and, in any event, do not ned for the sole use of the Organization.			