



**INTERNATIONAL VINE AND WINE ORGANISATION**  
*Intergovernmental organisation*  
*Established by the international agreement of 3 April 2001*

**JOB OFFER**

<b>Post :</b>  <b>Data Manager</b>	<b>Location:</b>  Until 31 July 2022 35 rue de Monceau 75008 PARIS - from 1/8/2022 Dijon (21)	<b>Date of entry into service :</b>  As soon as possible	<b>Duration of the Contract :</b>  3-year fixed-term contract
--	--	--	---

<p><b><u>Job description</u></b></p> <p>Under the supervision of the Head of the Statistics Department :</p> <ol style="list-style-type: none"> <li>1. Prepare and update questionnaires and statistical surveys</li> <li>2. Receive, review and input data from Member States and other sources.</li> <li>3. Conducting online searches and data extractions</li> <li>4. Check the completeness, internal consistency and plausibility of the data.</li> <li>5. Maintain appropriate technical documentation on data series and write methodological notes on OIV statistics.</li> <li>6. Participate in the maintenance of the statistical database</li> <li>7. Respond to internal and external data requests and queries.</li> <li>8. Exploit the data by developing statistical indicators, graphs and thematic maps.</li> <li>9. Contribute to the analysis and interpretation of sectoral data to identify trends in series and key developments.</li> <li>10. Contribute to the preparation and production of OIV publications and statistical presentations.</li> <li>11. Contribute to the preparation and organisation of press conferences and webinars.</li> <li>12. Contribute to the activities of the OIV Expert Group on Statistics and related working groups.</li> <li>13. Perform any other related tasks and secretarial work that may be assigned.</li> </ol>	<p><b><u>Recruitment conditions</u></b></p> <ol style="list-style-type: none"> <li>1 - Classification: <b>Category III-3</b> OIV Staff Regulations (<a href="http://www.oiv.int">www.oiv.int</a> - The OIV - Basic documents)</li> <li>2 - Probationary period of one month 2</li> <li>3 - Tax regime specific to international organisations (exemption from all tax on salaries);</li> <li>4 - Working hours: 39-hour week;</li> <li>5 - Annual leave: 30 working days</li> <li>6 - Social security and mutual insurance</li> <li>7 - Gross monthly salary aprox €2930 (13 monthly instalments) [i.e. approx. <b>net annual tax-free salary €31730</b>], depending on qualification and experience, including specific allowances (transport, luncheon vouchers, residence, family allowances and others)</li> </ol>
	<p><b><u>Qualifications and selection criteria</u></b></p> <ol style="list-style-type: none"> <li>1 - University degree in a relevant field (statistics, economics or related field) or equivalent professional experience.</li> <li>2. National of an OIV Member State</li> <li>3. Excellent command of English and good knowledge of at least one other official language (French, German, Russian, Spanish and Italian).</li> <li>4. Excellent knowledge of Excel and solid experience with statistical software (e.g. R, eViews, Stata, etc.) as well as data visualisation tools (e.g. Power BI, Tableau, etc.).</li> <li>5. Good knowledge and practical experience of statistical analysis and techniques.</li> <li>6. Good writing and reporting skills.</li> <li>7. Good oral communication skills</li> <li>8. Knowledge of the vine and wine sector would be an advantage.</li> <li>9. Ability to maintain good relations with staff and external contacts.</li> <li>10. Initiative, methodical approach and ability to work under pressure and to meet strict deadlines.</li> </ol>

Please return completed form to [job@oiv.int](mailto:job@oiv.int)

# INTERNATIONAL VINE AND WINE ORGANISATION

Attach a recent photo of yourself

## PERSONAL HISTORY

Please answer each question clearly and completely.

**Type or print in ink.**

Read carefully and follow all directions.

1. Family name		First name		Other names		Maiden Name		
2. Date of birth (D/M/Y)		3. Country of birth		4. Nationality/ies at birth		5. Present nationality/ies		
6. Sex M <input type="checkbox"/> F <input type="checkbox"/>		7. Marital status: Single <input type="checkbox"/> Married <input type="checkbox"/> Legally separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er) <input type="checkbox"/>						
8. Permanent address:   Telephone: Fax: E-mail:			9. Present address:   Telephone: Fax: E-mail:			10. Telephone no. during working hours:   Fax: E-mail:		
1. <input type="checkbox"/>		11. Have you taken up legal residence status in any country other than that of your nationality				Yes <input type="checkbox"/> No <input type="checkbox"/>		
If "yes", in which country?								
2. <input type="checkbox"/>		12. Have you taken any legal steps towards changing your present nationality				Yes <input type="checkbox"/> No <input type="checkbox"/>		
13. Have you any dependants?		Yes <input type="checkbox"/> No <input type="checkbox"/>		If "yes", give the following information:				
Name		Age	Relationship		Name	Age	Relationship	
14. What is your preferred field of work?					15. Vacancy Notice applied for:			
16. Would you accept employment for less than six months? Yes <input type="checkbox"/> No <input type="checkbox"/>				17. Have you previously submitted an application for employment with the OIV? If so, when?				
4. <input type="checkbox"/>		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	Read		Write		Speak		Understand	
	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. For secretarial positions only: Indicate speed in words per minute:					21. List computer skills and office machines you can use:			
Typing	language	language	language	language				
Shorthand								





From Month/Year	To Month/Year	Salary per annum (gross)		Exact title of your post:
		Starting	Final	
Name of employer:			Type of activity:	
Address and telephone of employer:			Name of supervisor:	
			Number and kind of employees supervised by you:	Reason for leaving:
DESCRIPTION OF YOUR DUTIES				
25. Have you any objections to our making inquiries of your present employer?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
26. Are you now, or have you ever been, a permanent civil servant in your government's employ?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "yes", when?				
27. REFERENCES: List three persons, <b>not related to you</b> , who are familiar with your character and qualifications. <i>Do <u>not</u> repeat names of supervisors listed under item 24.</i>				
FULL NAME		FULL ADDRESS		OCCUPATION
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 a satisfactory medical examination and might entail travel to any area of the world. Have you any disabilities which might limit your work or your ability to engage in air travel?				
No <input type="checkbox"/> Yes <input type="checkbox"/> Explain:				
30. Have you ever been arrested, indicted, or summoned into a court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?				
No <input type="checkbox"/> Yes <input type="checkbox"/>				
If "yes", give full particulars of each case in an attached statement.				
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. I understand that any misrepresentations or material omission made on a Personal History form or other document requested by OIV renders a staff member of OIV liable to dismissal.				
Date: _____			Signature: _____	

**N.B.** *You will be requested to supply documentary evidence which supports the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so by the Organization and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of the Organization.*