



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

JOB OFFER

<u>Post :</u> Secretariat Scientific and technical Department	<u>Location:</u> Until 31 July 2022 35 rue de Monceau 75008 PARIS - from 1/8/2022 Dijon (21)	<u>Date of entry into service :</u> As soon as possible	<u>Duration of the Contract :</u> 3-year fixed-term contract
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<p><u>Job description</u></p> <p>Under the supervision of the Director General and the direct authority of the Scientific and Technical Director and in coordination with the Heads of Unit, the Secretary of the Scientific and Technical Unit will ensure :</p> <ul style="list-style-type: none"> - Management of commission, sub-commissions expert group meetings, delegation requests, convocations, calendars, badges - Follow-up on the evolution of draft resolutions and comments - Follow-up of minutes, agenda, formatting, - Publication/dissemination of working documents - Management of the collaborative work platform - Delegation management - Secretariat of the Scientific and Technical Director - other related tasks that may be assigned 	<p><u>Recruitment conditions</u></p> <ol style="list-style-type: none"> 1 - Classification: Category III-.3 OIV Staff Regulations (www.oiv.int - The OIV - Basic documents) 2 - Probationary period of one month 2 3 - Tax regime specific to international organisations (exemption from all tax on salaries); 4 - Working hours: 39-hour week; 5 - Annual leave: 30 working days 6 - Social security and mutual insurance 7 - Gross monthly salary aprox €2735 (13 monthly instalments) [i.e. approx. net annual tax-free salary €29607], depending on qualification and experience, including specific allowances (transport, luncheon vouchers, residence, family allowances and others) <p><u>Qualifications and selection criteria</u></p> <ol style="list-style-type: none"> 1 - be a citizen of one of the member countries of the Organisation 2 - Mastery of office tools (Office 365, Teams, knowledge of the main software, word processing, database processing) 3 - Good secondary education with at least 3 years' proven experience in a technical unit secretariat 4 - Additional international training appreciated 5 - Fluency in English and French <p align="center">ATTENTION</p> <p align="center">IF YOU DO NOT MEET QUALIFICATIONS 1, 2, 3, 4 AND 5 PLEASE DO NOT APPLY, YOUR APPLICATION WILL NOT BE CONSIDERED</p> <ol style="list-style-type: none"> 6 - Rigour, sense of hierarchy and discretion 7 - Sense of organisation, anticipation, respect for standards and procedures 8 - Ability to manage work according to priorities. 9 - Ability to work in a team and to communicate internally and externally
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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? If "yes", when?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
27. REFERENCES: List three persons, not related to you , 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.*