



INTERNATIONAL ORGANISATION OF VINE AND WINE
Intergovernmental Organization
Created by the international Agreement of April 3, 2001

JOB OFFER

Position: Assistant Scientific and technical secretariat	Location: 35 rue de Monceau 75008 Paris	Start date: Immediate	Duration of contract: CDD 1 year Renewable
---	---	------------------------------	--

Job description

Assist the secretary of the scientific and technical division in the following functions:

1. traditional secretarial tasks (mail, filing, archiving, uploading documents) and preparing documents and publications in official languages (layout, data shaping, inclusion of tables and graphs)
2. preparation for OIV meetings, which involves a variety of administrative tasks
3. updating the contact details of experts and delegates
4. Following of translations of documents.

He/she may be involved, depending on his or her skills, in other tasks

Recruitment conditions

- 1 -Classification: **Category III**
OIV Staff Status(www.oiv.int) - OIV - Fundamental [Documents](#))
- 2 - 3-month probationary course
- 3 - International Organizations tax system (exempt from salary tax);
- 4 - Working time: 39-hour week;
- 5 - Annual leave: 30 working days
- 6 - Social and mutual security
- 7 - Monthly gross salary between 1870 and 2300 euros (13 monthly payments) [i.e. approx. **tax-free annual net** between 19,461 and 24,000 euros], depending on qualification and experience - specific compensation scheme (premiums, transport, meal allowance, family allowances and others)

Qualifications and selection criteria

- 1 - Being a citizen of one of the member countries of the Organization
- 2 - Mastery of office tools, knowledge of major software, word processing, database processing
- 3 - Mastery of English. Knowledge of Russian would be an advantage

Careful

**IF YOU DO NOT MEET QUALIFICATIONS 1, 2 AND 3 PLEASE
REFRAIN FROM APPLYING, YOUR APPLICATION WILL NOT BE
CONSIDERED**

- 4 - Rigour, sense of hierarchy and discretion
- 5 - Sense of organization, anticipation, respect for standards and procedures
- 6 - Ability to manage work according to priorities.

Dead line for candidates : 20 February 2021

Applications to send
letter to the Director-General with the words "Personal and Confidential" on the envelope
or e-mail to: job@oiv.int

OIV - 35 rue de Monceau - F-75008 PARIS - France
Phone (33) 01.44.94.80.80