



**INTERNATIONAL ORGANISATION OF VINE AND WINE**  
*Intergovernmental Organisation*  
*established by the International Agreement of 3 April 2001*

**EMPLOYMENT OPPORTUNITY**

<u>Position:</u>  Chief of Cabinet of the Director General	<u>Place:</u>  35, rue de Monceau 75008 PARIS	<u>Date of entry into service:</u>  1st April 2021	<u>Contract term:</u>  fixed-term contract until 31/12/2023
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**Objective:** Support to the Director-General of the OIV in his political and communication functions.

**Key assignments**

- Cabinet coordination, composed of the DG secretary and communication unit, which is composed by a press executive and a project manager.
- Agenda and programming. Public and private activities. Meetings. Official trips, work trips, field trips, tours, interviews, etc. Coordination with the DG partner's activities agenda, coordination of DG representatives or delegated spokespersons.
- Proposals for the Communication Strategy. Execution. He/She directs relations with the press, broadcast of communications and audiovisual material, newsletters, etc. oversees the management of the image of the OIV and protocol in sponsorships, acts, travel and public appearances of the DG or of the person representing him by delegation.

**Specific areas**

- Expansion of the OIV. Support the DG to design and implement the strategy for the incorporation of new members. Preparation of events and trips with the support of the General Secretariat.
- Specific Projects: Annual Report, OIV Centennial, Headquarters, Osaka 2025 Pavilion, others
- Renewal of the WEB (2022), a project embedded in the OIV digital transformation plan.
- Special minutes and research reports.

**Recruitment conditions**

- 1 – Classification: **category II**  
OIV Staff Status Regulations ([www.oiv.int](http://www.oiv.int) – OIV – Fundamental Texts);
- 2 – 3-month probationary period;
- 3 – income tax system typical of international organisations (exempt from all tax on salaries);
- 4 – working hours: 39-hour week;
- 5 – annual leave: 30 working days;
- 6 – social security and healthcare insurance;
- 7 – monthly gross salary between €3500 and €4300 (13 monthly instalments) [**annual net tax-free salary** between approx. €44600 and €50300] depending on qualifications and experience + specific compensation scheme (bonuses, transport, meal vouchers, family allowances and others).

**Qualifications**

- Degree in Information Science or Political Science.
- Fluent English and Spanish, and desirable knowledge of a third language among the official languages of the OIV.
- Vocation of public service. A sense of authority and multilateralism in international relations as a means of achieving the common good.
- Total availability of schedules, calendar and location.
- Having worked in similar positions, having experience of at least 10 years in communication and positions of responsibility, international experience, knowledge of the OIV and the wine sector at the institutional level will be appreciated.

Deadline for the delivery of applications: **28th February 2021**

Submit applications (CV- OIV form + cover letter)  
 by mail to the attention of Mr. Pau Roca mentioning in the envelope "Personal and confidential"  
 or by email to: [job@oiv.int](mailto:job@oiv.int)

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**Tel.: (33) 01.44.94.80.80**