



INTERNATIONAL ORGANISATION OF VINE AND WINE

Intergovernmental Organisation

Created by the International Agreement of 3 April 2001

JOB OFFER

<u>Position:</u> Regulatory and Administrative Officer	<u>Place:</u> 21000 Dijon	<u>Commencement of employment:</u> asap	<u>Contract term:</u> 1 year fixed term contract
<u>Job description</u> The OIV is an Intergovernmental Organisation which has been the reference for the international vine and wine sector for more than 100 years. We are looking for a suitably qualified candidate to assist with a review of the OIV's Internal Rules and to support the work of the Deputy Director General. Under the supervision of the Deputy Director General you will work on the project of revision and adaptation of our Internal Rules in line with the OIV's Strategic Plan, including: <ol style="list-style-type: none">1. Audit of Internal Rules.2. Comparison with other IOs3. Drafting of texts4. Secretariat of Rules Committee.5. Preparation of final documents You will also support the Deputy Director General with other tasks including: <ul style="list-style-type: none">• Codification of the OIV <i>acquis</i>• Review of contracts• General legal and administrative duties		<u>Recruitment conditions</u> <ol style="list-style-type: none">1 - Classification: Category III OIV personnel status (www.oiv.int - OIV – Fundamental documents);2 - 1 month probationary period;3 - Income tax system typical of international organisations (exempt from all tax on salaries);4 - Working hours: 39 hours working week;5 - Annual leave: 30 working days6 - Social security and health insurance7 - This position could be also covered by secondment (<i>mise à disposition/détachement</i>) of a civil servant	
		<u>Selection criteria and qualifications</u> <ol style="list-style-type: none">1 - Must be a citizen of one of the Organisation's member countries2 - Graduate in Law, Political Science, International Relations or other relevant studies3 - Excellent knowledge of English and French <p style="text-align: center;">ATTENTION IF YOU DO NOT SATISFY QUALIFICATIONS 1, 2 AND 3 PLEASE DO NOT APPLY, YOUR APPLICATION WILL NOT BE CONSIDERED</p> <ol style="list-style-type: none">4 - Attention to detail, writing skills.5 - Ability to use all types of modern computer tools (please specify in your CV)6 - Knowledge of the international public law and of the vine and wine sector would be an advantage7 - Ability to manage work depending on priorities8 - Ability to work in a team	

Deadline for the submission of applications: **20 March 2026**

Applications and form should be sent
by E-mail to: job@oiv.int

OIV – 1 rue Monge – 21000 Dijon - France
Tel.: (33) 01.44.94.80.95

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: E-mail:	9. Present address: Telephone: E-mail:	10. Telephone no. during working hours:						
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?								
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					
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?						
18. Indicate the name of any relatives working in the OIV Secretariat, or other international organizations: Name: Organization/Mission/Representation: Relationship:								
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"/>	
20. For secretarial positions only: Indicate speed in words per minute:				21. List computer skills and office machines you can use:				

From Month/Year	To Month/Year	Salary per annum (gross) Starting	Final	Exact title of your post:									
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													
<p>25. Have you any objections to our making inquiries of your present employer? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>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"/></p> <p>If "yes", when?</p>													
<p>27. REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications. <i>Do not repeat names of supervisors listed under item 24.</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 33%;">FULL NAME</th> <th style="width: 33%;">FULL ADDRESS</th> <th style="width: 33%;">OCCUPATION</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>					FULL NAME	FULL ADDRESS	OCCUPATION						
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<p>28. State any other relevant facts, including membership in professional societies. Include information regarding any residence outside the country of your nationality.</p> <p> </p> <p> </p> <p> </p> <p> </p>													
<p>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?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/> Explain: _____</p>													
<p>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)?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>If "yes", give full particulars of each case in an attached statement.</p>													
<p>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.</p> <p>Date: _____ Signature: _____</p>													