INTERNATIONAL ORGANISATION OF VINE AND WINE

Intergouvernementale Organisation

JOB OFFER

What :	Where :	When :	Contract:
Custodian	Hôtel Bouchu dit d'Esterno 1 rue Monge 21000 Dijon	ASAP	Fix term appointment 3 years

Job description

Under the supervision of the Director General and his Deputy, he/she performs the following functions:

- Reception of the public and door opening
- Mail
- Shipping (including postage) and receiving mail and parcels of any kind
- Maintenance and preparation of office premises and equipment, office equipment:
- Setting up and maintaining meeting rooms in presentable order
- Trips for the OIV (on foot and by service car) according to emergencies/priorities
- Regular gardening and maintenance of all outdoor areas
- Security maintenance (alarm, gates)-Management of buildings and equipment
  Management of suppliers and subcontractors
- Supplies for coffee breaks, and ensuring kitchen areas are supplied and maintained a presentable standard
- Control and monitoring of the services and supplies necessary for the operation of the organization (monitoring, maintenance contract, fire extinguishers, etc.)
- Service cars: Maintenance (petrol, washing, technical overhaul)
- Driving cars when necessary
- Documentation/Archivage
- Reprography and document archiving, according to emergencies/priorities
- Cataloguing and managing wine storage/cellar
- Cataloguing and maintaining the OIV library
- Management and delivery of external events – including liaising with internal and external stakeholders, administrative tasks, logistics, and hosting to ensure Hotel Bouchu is respected and OIV values are upheld.
- He/she may be involved, depending on his/her skills, in other tasks

Recruitment requirements

1 - Classification: **Category III Class 4 step 2**
OIV Staff Regulations (Fundamental documents)

2 - 3-month probationary period

3 - Tax regime specific to international organizations (exemption from all taxes on salaries)

4 - Working time: 39-hour week;

5 - Annual leave: 30 working days

6 - Social Security and mutual insurance

7 – Staff accommodation

8- Salary according to qualification and experience + specific indemnity scheme

Qualifications and Selection Criteria

1 - Be a citizen of one of the member countries of the Organisation
2 - Professional experience in logistics and hospitality functions
3 - Knowledge of at least English and French
4 - Personal qualities of rigour, responsiveness, respect and discretion appropriate to the international nature of the Organisation.
Experience and/or aptitude for the functions of the position.
5 – Driver's license
6 - Ability to manage work according to priorities.
7 - Ability to use modern computer tools of any kind
(to be specified in the CV)
8- Physical skills (handling of parcels and furniture)

Deadline for applications: December 13, 2026

Applications and form to send
by mail to the attention of the Director-General with the mention "Personal and Confidential" on the envelope
or by E-mail to : job@oiv.int

OIV – 1 rue Monge – 21000 Dijon - France
Tél. (33) 01.44.94.80.80

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 ☐ F ☐

7. Marital status: Single ☐ Married ☐ Legally separated ☐ Divorced ☐ Widow(er) ☐

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 ☐ No ☐ If "yes", in which country?

12. Have you taken any legal steps towards changing your present nationality Yes ☐ No ☐

13. Have you any dependants? Yes ☐ No ☐ 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 ☐ No ☐	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
	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐

20. For secretarial positions only:
Indicate speed in words per minute:

	language	language	language	language
Typing				
Shorthand				

21. List computer skills and office machines you can use:

22. **EDUCATION** N.B. Please give exact name of institutions and titles of degrees in **original language** starting with the most recent. Please do not translate or equate to other degrees.

Institution Name, place and country	Years attended		Certificates, diplomas, degrees and academic distinctions obtained	Main course of study
	From	To		

23. List any significant publications you have written (do not attach):

24. **EMPLOYMENT RECORD.** **Starting with your present post**, list in reverse order every employment you have had. Use a separate block for each post. Include also service in the armed forces and note any period during which you were not gainfully employed. If you need more space, attach additional pages of the same size.

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		

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				

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				

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				

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		

25. Have you any objections to our making inquiries of your present employer? Yes ☐ No ☐

26. Are you now, or have you ever been, a permanent civil servant in your government's employ? Yes ☐ No ☐

If "yes", when?

27. REFERENCES: List three persons, **not related to you,** who are familiar with your character and qualifications.
Do not repeat names of supervisors listed under item 24.

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 ☐ Yes ☐ 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 ☐ Yes ☐

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: _____