



INTERNATIONAL ORGANISATION OF VINE AND WINE

Intergovernmental Organisation

established by the International Agreement of 3 April 2001

EMPLOYMENT OPPORTUNITY

Position:

Head of External Relations

Place:

Dijon

Date of entry into service:

1 February 2024

Contract term:

Fixed-term contract until 31/12/2028

Objectives:

- To develop and deliver, together with the Director General, the organisation's external relations plans and activities within the context of the OIV Strategic Plan, including: building and maintaining political and institutional relationships with members, non-member countries, other intergovernmental organizations, sub-national entities and private sector representatives; management of special projects.
- To develop and deliver, together with the Director General, the organisation's communications plans and activities within the context of the OIV Strategic Plan, including: external and internal communications; events; media and organisational messaging; issues and crisis management; stakeholder communications and risk identification; special projects.
- To manage the staff and activities of the Communications and Events Team.
- To contribute effectively as a member of the Senior Management Team to the organisation's leadership, planning and values.

Recruitment conditions

1 – Classification: **category II**

OIV Staff Status Regulations (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 – salary to be discussed depending on qualifications and experience + specific compensation scheme (bonuses, transport, meal vouchers, family allowances and others).

Qualifications

The Head of External Relations is a senior management role in the OIV. The nature of the position will involve 'out of hours' work from time to time as well as internal and overseas travel.

- A relevant tertiary qualification e.g. politics, law, international relations, communications or business.
- Substantial experience (8+ years) in diplomacy, public affairs, communications or other relevant field, preferably at an international level.
- High level of English, French and at least one other of the OIV official languages preferred.
- Excellent communication and networking skills.
- Excellent analytical skills and sound professional judgement.
- Excellent staff management and leadership skills.
- Impeccable personal integrity and commitment to professional standards.
- Ability to work well as part of a team.
- Ability to work under pressure.
- Competence in managing budgets.
- Well-developed computer and IT literacy.

Knowledge of the international vitivinicultural sector is preferred but not essential.

Deadline for the delivery of applications: **31 December 2023**

Submit applications (CV- OIV form + cover letter)

by mail to the attention of Mr. John Barker mentioning in the envelope "Personal and confidential"

or by email to: job@oiv.int

OIV 12 Parvis de l'Unesco – 21000 Dijon - France

Tel.: (33) 01.44.94.80.95



POSITION DESCRIPTION

TITLE	Head of External Relations
REPORTS TO	Director General
LOCATION	Dijon
DIRECT REPORTS	Communications Officer Press Officer Project Manager Event Manager
STATUS	Full Time
COMMENCEMENT DATE	1 February 2024
CONTRACT	Fixed term contract to 31.12.28

PURPOSE OF THE POSITION

- To develop and deliver, together with the Director General, the organisation's external relations plans and activities within the context of the OIV Strategic Plan, including: building and maintaining political and institutional relationships with members, non-member countries, other intergovernmental organizations, sub-national entities and private sector representatives; management of special projects.
- To develop and deliver, together with the Director General, the organisation's communications plans and activities, within the context of the OIV Strategic Plan, including: external and internal communications; events; media and organisational messaging; issues and crisis management; stakeholder communications and risk identification; special projects.
- To manage the staff and activities of the Communications and Events Team.
- To contribute effectively as a member of the Senior Management Team to the organisation's leadership, planning and values.

KEY RESULTS AREAS

Strategy, Leadership and People Management

- In collaboration with the DG, develop and deliver annual and long term strategies and budgets for building engagement with members, non-members and key organisations to build the profile and influence of the OIV.
- In collaboration with the DG, develop and deliver annual and long term strategies and budgets for organisational

communications and events to build the profile of the OIV with key audiences.

- In collaboration with the DG and Communications and Events Team, to prepare strategic and organisational documents and publications e.g. Annual Report.
- Provide support for the DG in all areas within the responsibilities of the position including preparation and coordination of: agendas, visits, briefing documents, speeches, presentations, media statements, interviews etc.
- Contribute to leadership, strategic planning and workflow management of the organisation as part of the Senior Management Team.
- Ensure that operational costs are maintained within budget with any potential overruns reported to the DG as soon as possible.

External relations

- Build and maintain professional and productive relationships and networks with delegates and representatives of members, in order to coordinate between members and build understanding and support for OIV activities.
- Build and maintain professional and productive relationships and networks with representatives of non-members, relevant IGOs, NGOs and other organisations and persons of interest to the OIV's mission in order to grow the reputation and influence of the OIV and identify opportunities for engagement within the framework of the OIV's strategic plan.



- Seek suitable opportunities for the OIV to present its works at and participate in international conferences, summits and meetings to progress the OIV's objectives and strategic plan.
- Seek suitable opportunities for the DG, President and Senior Management Team to meet with Ministers and high-level officials to progress the OIV's objectives and strategic plan.
- Support the DG, President, DG spouse and other OIV senior staff as required with organisation and coordination of official meetings, visits, tours, interviews and presentations.
- Identify and implement opportunities provided by the 2024 Centenary to progress the OIV's objectives and strategic plan.
- Contribute to the development and management of further special projects as required.

Communications and events

- Develop and implement member and stakeholder communications strategies to maintain awareness and support for the OIV and its strategic objectives with members and other stakeholders.
- Develop and implement media strategies to promote the OIV and its strategic objectives with target audiences.
- Identify and implement media opportunities for OIV spokespeople.
- Develop and produce media releases, press conferences, media events, media briefings, website and social media content as required.
- Identify and manage public affairs issues and develop proactive management plans and strategies to respond to issues and crises.
- Identify and implement opportunities provided by the 2024 Centenary to progress the OIV's objectives and strategic plan.
- Provide leadership and day to day management for direct reports within the Communications and Events Team, empowering them to deliver on their role responsibilities and/or KPIs, including regular performance feedback, KPI monitoring, formal review, reporting to the DG as required.
- Contribute to the development and management of further special projects as required.

KEY RELATIONSHIPS

Internal

- Director General of the OIV
- President of the OIV

- Senior Management Team
- OIV team
- Member countries
- OIV Bureau
- Members of the Scientific and Technical Committee
- Delegates and Experts
- Observers

External

- Key non-member countries
- Key inter-governmental organisations
- Key other organisations
- All media, e.g. publishers, newspapers, television and radio connections
- Sector representatives

PERSON SPECIFICATION

The Head of External Relations is a senior management role in the OIV. The nature of the position will involve 'out of hours work' from time to time and overseas travel.

- A relevant tertiary qualification e.g. politics, law, international relations, communications, marketing, or business.
- Substantial experience (8+ years) in diplomacy, public affairs, communications or other relevant field, preferably at an international level.
- High level of English, French and at least one other of the OIV official languages preferred.
- Excellent communication and networking skills.
- Excellent analytical skills and sound professional judgement.
- Excellent staff management and leadership skills.
- Impeccable personal integrity and commitment to professional standards.
- Ability to work well as part of a team.
- Ability to work under pressure.
- Competence in managing budgets.
- Well-developed computer and IT literacy.
- Knowledge of the international vitivincultural sector is preferred but not essential.

KPIs - to be agreed annually

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: Fax: E-mail:		9. Present address: Telephone: Fax: E-mail:			10. Telephone no. during working hours: Fax: E-mail:			
1. <input type="checkbox"/>		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?						
2. <input type="checkbox"/>		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	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 <input type="checkbox"/> No <input type="checkbox"/>				17. Have you previously submitted an application for employment with the OIV? If so, when?				
4. <input type="checkbox"/>		18. Indicate the name of any relatives working in the OIV Secretariat, or other international organizations:						
Name:		Organization/Mission/Representation:			Relationship:			
a) 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"/>	<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:				
	language	language	language	language				
Typing								
Shorthand								
Please return completed form with a letter of motivation to Director General of the OIV								
12 Parvis de l'Unesco – 21000 Dijon job@oiv.int								

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:	
DESCRIPTION OF YOUR DUTIES			Number and kind of employees supervised by you:	Reason for leaving:

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?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "yes", when?				
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.*