



INTERNATIONAL ORGANISATION OF VINE AND WINE

Intergovernmental organisation

Established by the international agreement of 3 April 2001

VACANCY

<u>Position</u>	<u>Location</u>	<u>Date of commencement</u>	<u>Duration of the Contract</u>
Data Officer	Dijon OIV Headquarters	6 November 2023	4-year fixed-term contract

Context

The OIV is an intergovernmental organisation that establishes scientific and technical standards for the vine and wine sector. One of its functions is the collection, treatment, analysis, and dissemination of sectoral data.

Job description

Under the supervision of the Head of the Statistics and Digital Transformation Department, the data officer will be in charge of the following tasks:

- Administer statistical questionnaires and surveys
- Receive, review and input data submissions from Member States and other sources
- Carry out online data research and extractions
- Check data for completeness, internal consistency, and plausibility
- Maintain appropriate technical documentation on data series and draft methodological notes on OIV statistics
- Participate in the maintenance of the statistical database
- Reply to internal and external data requests and queries
- Exploit data by elaborating statistical indicators, graphs, and thematic maps
- Contribute to analysing and interpreting sectorial data to identify trends in series and key developments
- Contribute to the preparation and production of OIV's statistical publications and presentations
- Assist in the preparation and organisation of press conferences and webinars
- Contribute to the activities carried out by the OIV Group of Experts of Statistics and related working groups
- Carry out any other related task and secretarial work that might be assigned by the Head of Department

Recruitment conditions

- Classification: Category III – [OIV staff regulation](#)
- Probationary period of 3 months
- Tax regime specific to international organisations (exemption from all tax on salaries)
- Working hours: 39-hour week
- Annual leave: 30 working days
- Social security and mutual insurance
- Gross monthly salary approx. €2930 (13 monthly instalments) [i.e. approx. net annual tax-free salary €31730], depending on qualification and experience, including specific allowances (transport, luncheon vouchers, residence, family allowances and others)

Qualifications and selection criteria

- Be a citizen of one of the member countries of the Organisation
- University degree in a relevant field (statistics, economics, or related area)
- Minimum three years of relevant professional experience
- Excellent knowledge of Office package (Excel, PowerPoint, Word)
- Excellent knowledge of English and good knowledge of at least another official language (French, German, Italian, Russian and Spanish)

ATTENTION

IF YOU DO NOT MEET QUALIFICATIONS 1, 2, 3 AND 4 PLEASE DO NOT APPLY, YOUR APPLICATION WILL NOT BE CONSIDERED

- Good knowledge and practical experience in statistical analysis, including the use of statistical software (e.g. R) and data visualization tools (e.g. Power BI)
- Excellent report writing skills
- Good oral communication skills
- Knowledge of the wine sector would be a plus
- Initiative, methodical approach, ability to manage work according to priorities and work under pressure and to strict deadlines
- Ability to work in an international team, respect for hierarchy, discretion, and good interpersonal skills

Applications (CV and motivation letter) to be sent by e-mail to: job@oiv.int

Deadline: 30-9-2023