



Vacancy: Administrator at the Secretariat General

- Experience:** Significant experience in administrative management, human resources management and the handling of related legal issues.
- Significant experience in the coordination of institutional bodies and programmes of activities in an international and multicultural environment.
- Very good level in the use of office software.
- Interest or experience in the operational functioning of an International organisation active in the field of Mediterranean cooperation.
- Professional experience of at least 10 years in a related sector is required.
- Qualities:** Listening skills, interpersonal skills, ability to reconcile positions and to align analyses.
- Synthesis capacity, rigor and excellent writing skills.
- Willingness to evolve in a multicultural environment.
- Languages:** Excellent knowledge (both written and spoken) of the two official languages of the CIHEAM Governing Board (English, French).
- Education:** Higher education graduate: Master level.
- Salary level:** In the framework of grade A3 of the CIHEAM index grid.
Approximate salary of 40,000 euros net per annum (subject to the tax regime for international civil servants)
- Contract:** Category A official
4-year fixed term contract renewable once with a trial period of 6 months
Possibility of secondment for civil servant



Place of work: CIHEAM
General Secretariat, 11 rue Newton, 75116 PARIS

Taking up of office: 1st January 2020

Contact: Please kindly send your application (CV, covering letter, copy of diplomas, identity document and two letters of recommendation) by email to the following address: recrutement@ciheam.org



Description of the Organisation : www.ciheam.org

Founded in 1962, the CIHEAM is a **Mediterranean intergovernmental organisation** devoted to sustainable agriculture, food and nutrition security, and the development of and rural and coastal areas. It is composed of 13 Member States (Albania, Algeria, Egypt, France, Greece, Italy, Lebanon, Malta, Morocco, Portugal, Spain, Tunisia and Turkey). The CIHEAM has 4 Institutes in Bari (Italy), Chania (Greece), Montpellier (France) and Zaragoza (Spain) and the General Secretariat in Paris.

The missions of the CIHEAM are based on the following 4 pillars:

- **Protection of the planet** by “combating all forms of waste including knowledge and know-how”;
- **Food and nutrition security** by promoting sustainable food and agriculture;
- **Inclusive development** by investing in new generations and fragile territories;
- **Prevention of crises and resilience.**

These goals are achieved through the tools of education and training; networked research, cooperation and technical assistance, political dialogue and partnerships.