



## Job description

### Bilingual Executive Assistant at the CIHEAM

**Desired duration:** Taking up of office **as from February/March 2020**

**Contract:** Auxiliary, 12 months, full time, fixed-term contract with the possibility of recruitment at its term.

#### **Description of the Organisation:**

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 by Preventing Risk and Managing tensions

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

Website: [www.ciheam.org](http://www.ciheam.org)

#### **Job Title: Executive Assistant**

#### **Context of activity:**

In a multicultural environment, as an executive secretary, he/she will strengthen the team of the General Secretariat, Headquarters of the CIHEAM.

#### **Main tasks:**

- Management and optimisation of complex agendas and travels in Europe and at international level
- Support to the preparation, organisation, follow-up of meetings and events
- Contribution to the writing of reports, thematic documents, content of powerpoint presentation in French and in English
- Processing, filing and archiving of documents.
- Update and use of the following databases: contacts, staff and functions.

#### **Experience:**

Experience in an identical or similar post.

Experience in the preparation of payroll and social declarations will be considered as an asset.

#### **Skills requested**

Minimum education level: Bachelor’s degree level

Mandatory language skills: English and French (both written and spoken)

Confirmed mastery of office tools (Word, Excel, PowerPoint) and collaborative digital tools (online storage cloud files, shared agendas, mailing list)

Knowledge of one or more languages of CIHEAM member countries is appreciated

#### **Other qualities**

Writing aptitudes and qualities (English and French)

Synthesis capacity

Rigor, precision and discretion

Multi-skills



Autonomy and sense of teamwork in a multicultural environment (availability for occasional travels in CIHEAM Members countries)

**Working languages:** French and English

**Address of the working place:** *CIHEAM General Secretariat* - 11 rue Newton, 75116 Paris

**Net annual salary:** Between 22 000 € et 24 000 €

Please kindly send your application (CV, covering letter, copy of diplomas, Identity document) by email to the following address: [recruitment@ciheam.org](mailto:recruitment@ciheam.org)

Deadline for applications: 31 January 2020