

Vacancy

MED-Amin Project Manager

Full-time fixed-term 12-month contract, renewable

The Mediterranean Agronomic Institute of Montpellier is one of the 4 institutes of the International Centre for Advanced Mediterranean Agronomic Studies (CIHEAM), an intergovernmental organization founded in 1962 with a mandate of higher education, continuing education, research and cooperation between Mediterranean countries and actors.

The MED-Amin "*Mediterranean Agricultural Market Information Network*" initiative, launched in 2014 by the Ministers of Agriculture of the 13 Member States of the CIHEAM, aims to promote **cooperation and experience sharing between national information systems on agricultural markets** in Mediterranean countries.

CIHEAM Montpellier is **looking for assistance in the coordination and moderation of this network**, coordinated jointly by the General Secretariat of CIHEAM and CIHEAM Montpellier. Based in Montpellier, the project manager will work under the direct supervision of the Deputy Director.

Job description

The person recruited will contribute to the moderation and coordination of the MED-Amin network, in conjunction with its member countries, the specialized services of national and international partner organizations such as the European Commission, its Joint Research Centre, the AMIS (*Agricultural Market Information System*) secretariat, the Global Information and Early Warning System for Food and Agriculture (GIEWS) and the International Grains Council (IGC); under **MED-Amin 2024-2026 Action Plan of the network**, which aims in particular at the development of an early warning system in the Mediterranean.

In particular, the person recruited will perform the following tasks:

1/ Moderation of the network: Regular contacts with the National Focal Points and facilitation of links and exchanges between members, in particular through the organization of events and meetings: annual meetings of MED-Amin Focal Points and partners; High-Level Strategic Meetings organized since 2023; webinars... This includes a contribution to the preparation of working documents; drafting minutes and conclusions of meetings.

2/ Communication and visibility of the network

- Writing and dissemination of regular up-to-date information, newsletters and press reviews to members of the network; updating the website and social networks (LinkedIn, X);
- Writing technical and communication documents in French and English;
- Participation in national and international workshops and meetings to represent MED-Amin.

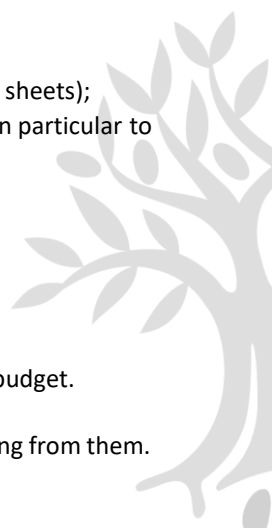
3/ Participation in MED-Amin productions and in the development of the Early Warning System

- Methodological assistance to the Focal Points and organization of trainings (e.g. on cereal balance sheets);
- Leading the work of experts on early warning in the Mediterranean and participating in the work, in particular to prepare an early warning dashboard in the Mediterranean;
- Coordination, with the EU Joint Research Centre, of early harvest forecasting exercises;
- Contribution to the development and dissemination of Policy briefs.

4/ Development of national and international partnerships, aimed at maximizing synergies.

5/ Project management: support to the mobilization of external funds; monitoring of expenditures and budget.

In general: supporting the implementation of the decisions taken by the network and the activities resulting from them.





Experience and Required Skills/Qualities:

- Excellent command of English and French (reading, speaking and writing);
- Experience in network facilitation;
- Knowledge of the food and agricultural policies of the EU and Mediterranean countries. Demonstrated interest in agricultural markets; in particular cereal markets;
- Rigor, autonomy, responsiveness, ability to adapt and take initiative;
- Interpersonal, writing, organizational and diplomatic skills;
- Ability to work as a team in a multicultural environment;
- Good command of the following software and tools: Office automation pack (Word, Excel, Powerpoint), Internet and messaging, communication tools (Zoom teleconferencing, Cloud, collaborative tools, social networks, website content management, graphic design).

Experience and Valued Skills/Qualities:

- Proficiency in data processing and statistical software, or geographic information systems;
- Experience in managing international projects;
- Experience with market information systems or risk analysis and early warning systems;
- Knowledge of one or more other languages of the Mediterranean region.

Education:

Masters level in agronomy; agro-economics; economics of international markets; management of information systems; preventive management of risks and crises.

Terms and Conditions of Employment:

12-month fixed-term contract renewable for the duration of the project;
Full-time job (37h30/week) with 8 weeks of paid vacation;
Possibility of teleworking 1 to 2 day(s) per week at the end of the trial period;
80% coverage of complementary company health insurance (*mutuelle*);
Sustainable Mobility Package;
Location in Montpellier (France) with some trips each year to countries around the Mediterranean or main partner institutions.

Salary: between €2500 and €3000 gross/month depending on experience and qualification.

Position to be filled immediately

Application files: Cover letter (only in .doc, .docx or .odt format),
Curriculum Vitae and contacts of 2 referees
should be sent by e-mail to: emploi@iamm.fr and
lemaitre-curri@iamm.fr

with the subject line of the email: "**Recruitment MED-Amin Project Manager** »

Interested candidates are invited to apply without delay:

As the position is to be filled quickly, **applications will be studied as soon as they are received** and pre-selectable candidates will be auditioned rapidly.

Closing date for receiving applications: **21/03/2024**

CIHEAM Montpellier has a policy of non-discrimination, balance between women and men and is committed to an environmentally responsible approach. Accessible to people with disabilities.

