



**CIHEAM
MONTPELLIER**
VACANCY ANNOUNCEMENT

Support Assistant for Administrative and Financial Management of Projects

Full-time permanent contract starting 1st July 2024

The Mediterranean Agronomic Institute of Montpellier (CIHEAM Montpellier) is one of the four Institutes of the International Centre for Advanced Mediterranean Agronomic Studies, an international organization founded in 1962 with a mandate to develop Mediterranean agronomy through higher education, continuing education, research and development cooperation between countries and actors of the Mediterranean arc.

It consists of a team of about sixty people bringing together teacher-researchers, experts, documentalists, general support services, multimedia and computer team, and administrative staff.

The CIHEAM-IAMM is co-accredited with the University of Montpellier to deliver 5 Masters 2 courses. It also delivers a Master of Science, specific to the CIHEAM. In addition, the CIHEAM-IAMM implements, as coordinator or partner, about 25 research, cooperation and exchange projects, of different sizes and sources of funding. Since 2008, the continuous improvement approach of the CIHEAM Montpellier has been validated by an ISO 9001 Quality certification for the management of the implementation of on-site training. In 2024, the preparation, management and development of projects were integrated as "project processes" within the scope of the certification.

Job description

The Administrative and Financial Management Support Assistant works within the framework of the implementation of a portfolio of projects and under the responsibility of the project managers. They delegate to him/her the administrative management tasks (see "Project assistance" below) and, where applicable, financial management.

He/She closely collaborates with the accountant assigned to the projects and with the other administrative and financial officers and managers of projects, in particular in the context of the animation of the continuous improvement process of project management, to which he/she actively contributes.

He/she will more particularly carry out the following missions:

1. Project assistance

- a. Follow-up of the project's administrative procedures: proposal to the project manager for the drafting of letters and administrative documents; follow-up of their approval and signature; collection and archiving of the required administrative documents; relations with counterparts within the framework of partners consortia.
- b. Technical, logistical and administrative support for the organization of international missions and events.
- c. Proofreading and formatting of documents.

2. Financial management

- a. Financial monitoring of projects according to the rules of the funder.
- b. Verification of the eligibility of expenses and the availability of funds.
- c. Consolidation of accounts, collection and archiving of all required supporting documents.
- d. Preparation of financial reports.



3. Contribution to the animation of the project process

Under the responsibility of the project process manager, the Support Assistant will contribute to the capitalization and dissemination of project management rules and good practices, and to the animation of the community of assistants and managers.

The proper conduct of these missions requires the drafting of meeting minutes and information notes as well as the consolidation of daily relationships, by telephone or e-mail, with numerous internal and external partners.

Skills required:

With its diversified missions, the position combines on a daily basis secretarial, management and file follow-up tasks on which the recruited person will have a high degree of autonomy.

The proper performance of these tasks requires great rigor, good organizational and writing skills in French and English.

It also requires interpersonal skills, tact and listening, to lead and animate network tasks in a multicultural context and to interact with funder.

Responsiveness, adaptability and initiative are needed.

A good command of the following software and tools (Word, Excel, PowerPoint, Thunderbird messaging, Zoom) is essential.

Previous experience in administrative and financial project management procedures is required for the position. Proven expertise in European project management will be particularly appreciated.

Education and experience:

Bac + 2 Bilingual Executive Assistant diploma (BTS or equivalent training).

Diploma training in project management or proven experience in the field.

Remuneration: from €25,110 gross /year (€2092/month) if the candidate meets the basic requirements. A higher position in the CIHEAM salary scale is possible depending on experience and diplomas.

The contract will begin with a 6-month renewable trial period.

Closing date for the call for applications: **9 June 2024**

Auditions will be organized on site during the week of **June 17, 2024**

Application files: Cover letter (only in .doc, .docx or odt format) and CV should be sent
by email to: emploi@iamm.fr
with the subject line "Support Assistant Recruitment"

The CIHEAM Montpellier is committed to a policy of non-discrimination and gender and to an environmental responsibility approach. Position accessible to people with disabilities.

