



## **Vacancy: Administrator at the General Secretariat**

### **Experience:**

Significant experience in:

- Elaborating and coordinating regional/international research and development cooperation programs in the fields of territorial, rural/ agricultural development and food systems
- The coordination of institutional bodies and activity programs in a regional, international and multicultural environment.

Experience in developing, implementing and managing European programs or funded by European Institutions

Experience in the institutional and operational functioning of an International organisation

Knowledge of the Mediterranean cooperation actors and challenges facing the region

Knowledge of the European Commission and UE Institutions funding framework and UE policies

Professional experience of at least 5 years in related areas of activities

### **Qualities/Skills:**

Listening and interpersonal skills

Ability to reconcile positions and to align analyses.

Proactivity, synthesis capacity and rigor.

Willingness to evolve in a multicultural environment.

Excellent writing skills and very good level in the use of office software.

- Languages:** Proficiency (both written and spoken) of the official languages of the CIHEAM Governing Board (English, French). Knowledge of additional languages of CIHEAM member countries will be valued.
- Education:** Higher education graduate (minimum Master level)
- Values:** All CIHEAM officials shall share the values of the organisation, among which independence, integrity, loyalty, mutual respect and openness to intercultural dialogue.
- Salary level:** Within grade A<sub>3</sub> of the CIHEAM index grid.  
Approximate salary of 45,000 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.  
Readiness to travel
- Taking up of office:** 1<sup>st</sup> January 2022
- Contact:** Please kindly send your application (CV, covering/motivation letter, copy of diplomas, identity document and two letters of recommendation) by email to the following address: [recruitment@ciheam.org](mailto:recruitment@ciheam.org) by 30<sup>th</sup> October 2021.

All incomplete application files might be ruled out.



**Description of the Organisation :** [www.ciheam.org](http://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 of the UN SDGs:

- **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

Contribution to the achievement of these goals is sought through education and training; networked research, cooperation and technical assistance, political dialogue and partnerships.