



INTERNATIONAL VINE AND WINE ORGANISATION

Intergovernmental organisation

Established by the international agreement of 3 April 2001

JOB OFFER

Post : Head Unit Oenology Methods of analysis	Location: Until 31 July 2022 35 rue de Monceau 75008 PARIS - from 1/8/2022 Dijon (21)	Date of entry into service : As soon as possible	Duration of the Contract : 3-year fixed-term contract
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Job description

Under the supervision of the Director General and the direct authority of the Scientific and Technical Director, to participate in the smooth running of the OIV's scientific activity and mainly to ensure the animation of the Oenology Commission, the Methods of Analysis Sub-Commission and the dependent groups of experts.

And more precisely :

To provide the secretariat for the Oenology Commission, the Sub-Commission on Methods of Analysis and the dependent expert groups, such as
 Technology
 Microbiology
 Specifications of oenological products

- To assist the Chairs of the Commission, Sub-Commission and Expert Groups in planning and organising working meetings
- Maintain, by assisting the Chairmen, coherence between the work of the Commission and the sub-commission and the OIV Strategic Plan
- Provide scientific and technical expertise in guiding and carrying out the work of the Commission and the sub-commission and expert groups
- To participate, in close liaison with the Scientific Director and the other heads of unit of the OIV, in the follow-up of inter-commission work
- Participate with the other Heads of Unit of the OIV in coordination meetings
- Organise the compilation and dissemination of working documentation
- Support the activities of the Commission and the Sub-Commission by collecting and analysing information that could have an impact on the wine sector
- Ensure the updating and dissemination of information and publications related to the activities of the Commission and the Sub-Commission, as well as their posting on the OIV website
- Carry out other related tasks as may be assigned

Recruitment conditions

- 1 - Classification: **Category II-4**
 OIV Staff Regulations (www.oiv.int - The OIV - Basic documents)
- 2 - Probationary period of one month 2
- 3 - Tax regime specific to international organisations (exemption from all tax on salaries);
- 4 - Working hours: 39-hour week;
- 5 - Annual leave: 30 working days
- 6 - Social security and mutual insurance
- 7 - Gross monthly salary approx 4400 € (13 monthly instalments) [i.e. approx. **net annual tax free €48500**], depending on qualification and experience including specific allowance scheme (transport, luncheon vouchers, residence, family allowances and others)

Qualifications and selection criteria

- 1 - be a citizen of one of the member countries of the Organisation
- 2 - Scientific background with at least a Master's degree in science or equivalent and strong skills in fermentation processes or analysis
- 3 - Knowledge of the wine sector
- 4 - At least 3 years of professional experience
- 5 - Excellent knowledge of at least 2/3 official languages of the Organisation (English, French, German, Italian, Russian and Spanish) and knowledge of others is highly desirable.

ATTENTION

IF YOU DO NOT MEET QUALIFICATIONS 1, 2, 3, 4 AND 5 PLEASE DO NOT APPLY, YOUR APPLICATION WILL NOT BE CONSIDERED

- 6 - Experience in project management and coordination of working groups
- 7 - Ability to use modern IT tools of all kinds
 (to be specified in the CV)
- 8 - Ability to manage work according to priorities.
- 9 - Ability to work in a team and to communicate internally and externally

Please return completed form to job@oiv.int

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Attach a recent photo of yourself

PERSONAL HISTORY

Please answer each question clearly and completely.

Type or print in ink.

Read carefully and follow all directions.

1. Family name		First name		Other names		Maiden Name		
2. Date of birth (D/M/Y)		3. Country of birth		4. Nationality/ies at birth		5. Present nationality/ies		
6. Sex M <input type="checkbox"/> F <input type="checkbox"/>		7. Marital status: Single <input type="checkbox"/> Married <input type="checkbox"/> Legally separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er) <input type="checkbox"/>						
8. Permanent address: Telephone: Fax: E-mail:			9. Present address: Telephone: Fax: E-mail:			10. Telephone no. during working hours: Fax: E-mail:		
1. <input type="checkbox"/>		11. Have you taken up legal residence status in any country other than that of your nationality				Yes <input type="checkbox"/> No <input type="checkbox"/>		
If "yes", in which country?								
2. <input type="checkbox"/>		12. Have you taken any legal steps towards changing your present nationality				Yes <input type="checkbox"/> No <input type="checkbox"/>		
13. Have you any dependants?		Yes <input type="checkbox"/> No <input type="checkbox"/>		If "yes", give the following information:				
Name		Age	Relationship		Name	Age	Relationship	
14. What is your preferred field of work?					15. Vacancy Notice applied for:			
16. Would you accept employment for less than six months? Yes <input type="checkbox"/> No <input type="checkbox"/>				17. Have you previously submitted an application for employment with the OIV? If so, when?				
4. <input type="checkbox"/>		18. Indicate the name of any relatives working in the OIV Secretariat, or other international organizations:						
Name:		Organization/Mission/Representation:			Relationship:			
a) 19. KNOWLEDGE OF LANGUAGES. Indicate your first language; if not the same, indicate also mother tongue:								
Other languages	Read		Write		Speak		Understand	
	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. For secretarial positions only: Indicate speed in words per minute:					21. List computer skills and office machines you can use:			
Typing	language	language	language	language				
Shorthand								

From Month/Year	To Month/Year	Salary per annum (gross)		Exact title of your post:
		Starting	Final	
Name of employer:			Type of activity:	
Address and telephone of employer:			Name of supervisor:	
			Number and kind of employees supervised by you:	Reason for leaving:
DESCRIPTION OF YOUR DUTIES				
25. Have you any objections to our making inquiries of your present employer?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
26. Are you now, or have you ever been, a permanent civil servant in your government's employ? If "yes", when?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
27. REFERENCES: List three persons, not related to you , who are familiar with your character and qualifications. <i>Do <u>not</u> repeat names of supervisors listed under item 24.</i>				
FULL NAME		FULL ADDRESS		OCCUPATION
28. State any other relevant facts, including membership in professional societies. Include information regarding any residence outside the country of your nationality.				
29. Appointment is subject to a satisfactory medical examination and might entail travel to any area of the world. Have you any disabilities which might limit your work or your ability to engage in air travel? No <input type="checkbox"/> Yes <input type="checkbox"/> Explain:				
30. Have you ever been arrested, indicted, or summoned into a court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No <input type="checkbox"/> Yes <input type="checkbox"/> If "yes", give full particulars of each case in an attached statement.				
31. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentations or material omission made on a Personal History form or other document requested by OIV renders a staff member of OIV liable to dismissal. Date: _____ Signature: _____				

N.B. *You will be requested to supply documentary evidence which supports the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so by the Organization and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of the Organization.*