

Job description

Bilingual Executive Assistant at the CIHEAM

Desired duration: Contract start date: as from April 2019

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

Description of the Organisation: 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:

- **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.**

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

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 (Governing Board, management committee, ministerial meeting, seminars...).

Writing, follow-up of letters and other documents in French and in English.

Update of data-bases (contacts, list of Ministers, organisational charts...).

Experience:

Significant experience in an identical or similar function

Minimum education level: Bachelor's degree level

Mandatory language skills: English and French

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

Qualities required:

Writing aptitudes and qualities (English and French)

Ability to summarise

Precision, discretion and rigor

Relational and communication skills



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

Confirmed mastery of office tools (Word, Excel, PowerPoint) and collaborative digital tools

Working languages: French and English

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

Net monthly salary: Between 900 and 1,000 Euros

Please kindly address your application (CV and letter of motivation) by email to the following email

recrutement@ciheam.org

Deadline for receipt of applications: 2 April 2019