

**Vacancy No 20210618004**  
**Support of IT development projects of the General Secretariat**

**Contract:** Auxiliary, 9 months (occasional need), **part time 60%**, from October 2021.

**Presentation of the institutional environment:** Established in 1962, **le CIHEAM** is a Mediterranean Intergovernmental Organisation of 13 Member States devoted to sustainable agriculture, food and nutrition security and the development of rural and coastal areas. The CIHEAM has 4 Institutes based in Bari (Italy), Chania (Greece), Montpellier (France) and Zaragoza (Spain) and a General Secretariat in Paris.

**The General Secretariat**, composed of around ten permanent officials and the Directors of the 4 Institutes, ensures the coordination of institutional activities, impetus and modernisation of support functions, in close collaboration with the Legal Advisor, the President of the Board of Auditors and the Directors of the Institutes.

Moreover, the General Secretariat is responsible for the animation of corporate working groups focusing on the thematic priorities of the Centre: sustainable food systems, sustainable management of coastal zones and fisheries, youth and women empowerment and socio-economic inclusion.

**Job description:** Hierarchically attached to the IT department manager, the assistant will be in charge of the following missions:

- Monitoring of the development of the 2<sup>nd</sup> part of the new version of the information flow management extranet platform
- Contribution to the maintenance of the information security and personal data protection management system

**Skills:**

- Proficiency in the office tools stand alone and cloud, web.
- Experience or interest in personal data security, knowledge of GDPR.
- Responsibility, autonomy, proactivity.
- Relational qualities and adaptation to institutional interlocutors.
- Sense of teamwork in an international and multicultural environment.

**Training:** University Studies in one of the following fields are required: business management, information and management systems.

**Languages:** Excellent communication skills (written and oral) in English. Working knowledge of another language of a CIHEAM Member State will be appreciated.

**Place of employment:** CIHEAM, 11 rue Newton, 75016, Paris + Teleworking in compliance with the activity continuity plan in the context of COVID-19.

**Compensation:** Net compensation of around 1,000 € per month that can be reassessed according to the profile.

**Envoi des candidatures:** identity document, residence permit (if applicable), copy of the highest diploma, cover letter and CV in French or in English, all in one email to: **recruitment@ciheam.org**, specifying the number of the vacancy notice to the which the application refers in the mail object.

**Incomplete applications are likely to be rejected in the beginning of the recruitment procedure.**

**Deadline for application: 15 August 2021**

*The CIHEAM aims at a balanced distribution between women and men at staff level. For this reason, qualified female candidates are encouraged to apply.*

**Headquarters**

