

Vacancy No 20230901
Support of IT development projects of the General Secretariat

Contract: Auxiliary, 6 months (occasional need), **full time**, from September 2023.

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.

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 2nd 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.

Compensation: Net compensation from 2,000 € to 2,500 € per month (including employer's contribution for social security cover).

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: 31 August 2023

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

