



Terms of Reference

Position: Junior Administrative Assistant (Auxiliary)

Work Schedule: Part-time

Monthly Allowance: €750

Location: Fully remote (candidates residing in the Paris region may utilize the CIHEAM Headquarters premises)

Duration: 6 months, renewable once (starting October 2026)

PROJECT: Education Management System

ABOUT CIHEAM

Founded in 1962, CIHEAM (International Centre for Advanced Mediterranean Agronomic Studies) is an **intergovernmental organization dedicated to sustainable agriculture, food and nutrition security, and the development of rural and coastal areas** across the Mediterranean region and beyond. It comprises four Institutes based in Bari (Italy), Chania (Greece), Montpellier (France), and Zaragoza (Spain), alongside a General Secretariat in Paris. As a key actor in **multilateral cooperation for education, research, and development**, CIHEAM collaborates with public administrations, universities, research centers, development agencies, local communities, civil society, and the private sector to address key agricultural and environmental challenges in the region.

ACTIVITIES AND RESPONSIBILITIES

The auxiliary will support the Coordinator of the Education Pillar of CIHEAM in developing and formalizing a new set of procedures and implementation rules of the academic regulation and internal control for education management across CIHEAM.

Key activities include:

General Secretariat

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www.ciheam.org



- **Support in conducting benchmarking studies:** Analyze academic regulations and governance frameworks of peer universities and international organizations to identify best practices and reference models for internal control in education processes.
- **Support in mapping education management procedures:** Collect, compile, and structure operational data and procedural workflows (e.g., quality assurance, risk management, process-approach management) across the four CIHEAM Institutes (Bari, Chania, Montpellier, Zaragoza).
- **Drafting standardized documentation:** Assist in formulating standardized procedural documentation for core educational operations.

GENERAL REQUIREMENTS

Candidates should demonstrate the following qualifications and requirements:

- **Academic Background:** Advanced university degree (Master's degree or Master of Science). **Priority consideration will be given to CIHEAM Alumni** who graduated from one of the four CIHEAM Institutes.
- **Relevant Expertise:** Academic training or a demonstrated interest in higher education administration, quality assurance, or project cycle management. Previous professional experience in administrative governance is an asset, but not a requirement.
- **Institutional Knowledge:** Familiarity with CIHEAM's academic offerings, student services, and internal administrative structures. Firsthand experience as a former student is highly advantageous.
- **Autonomy & Initiative:** Highly autonomous and proactive with a strong sense of initiative.
- **Language Proficiency:** Excellent drafting and communication skills in English; good working knowledge of French is preferred.

HOW TO APPLY

Submit your application online through the CIHEAM website:

[CIHEAM Vacancies – English](#)

[CIHEAM Offres d'emploi – French](#)

Application deadline: 5 October 2026.

