



VACANCY ANNOUNCEMENT
Recruitment of a senior technician
(International competition)

At the Headquarters of the International Centre for Advanced Mediterranean Agronomic Studies (CIHEAM)

Field: Administrative activities/Management

Deadline for applications: December 20, 2016

TITLE: SENIOR TECHNICIAN

PLACE OF EMPLOYMENT: Paris (France)

Start date: January 2017

DURATION: Indeterminate

JOB PROFILE

The Secretary General of the CIHEAM announces the vacancy for the post of SENIOR TECHNICIAN.

Under the responsibility of the Secretary General and the Chief Accountant and directly related to the managerial assistant, the officer will be able to provide support for the administrative activities of the headquarters while being resourceful and able to demonstrate a strong team spirit.

Required skills:

- Languages French/English
- Knowledge of salary processing procedures and human resources management
- Knowledge of administrative management procedures
- Writing skills and ability to summarise

Required qualities:

- Responsiveness
- Capacity to report
- Common use of shared work and communication applications

CIHEAM

Created in 1962, the International Centre for Advanced Mediterranean Agronomic Studies (CIHEAM) is a Mediterranean intergovernmental organization which works for improving sustainable agriculture and fisheries, for ensuring food and nutrition security and for developing rural and coastal territories. The Organization gathers 13 Member States from both shores of the Mediterranean (Albania, Algeria, Egypt, France, Greece, Italy, Lebanon, Malta, Morocco, Portugal, Spain, Tunisia and Turkey) and works with several International and Regional Institutions. CIHEAM's actions rely on a "bottom-up" collaboration and are "problem-solving" oriented, connected to the peculiar needs of the countries. The Organization mobilises complementary instruments to achieve its objectives: Education and Training, Research, Networks and Open Knowledge Platforms, Cooperation projects, Technical Assistance and Policy Dialogue.

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