



INTERNATIONAL ORGANISATION OF VINE AND WINE
Intergovernmental Organisation
established by the International Agreement of 3 April 2001

EMPLOYMENT OPPORTUNITY

<p><u>Position:</u> Assistant to the Statistics Department Manager</p>	<p><u>Place:</u> 35, Rue de Monceau 75008 PARIS</p>	<p><u>Commencement of employment:</u> As soon as possible</p>	<p><u>Contract term:</u> 3-year fixed-term, full-time contract</p>
<p><u>The environment</u> The OIV is an intergovernmental organisation that establishes scientific and technical standards at a global level in the vitivinicultural sector. It also ensures the collection, processing and dissemination of statistical and technical information – in particular through the statistical database – on vine varieties, geographical indications and international training.</p> <p><u>Tasks and responsibilities</u> Under the supervision of the Statistics Department Manager, he/she will:</p> <ol style="list-style-type: none"> 1. Prepare and update statistical questionnaires 2. Receive, review and input data submissions from countries and other sources 3. Carry out online data research and extractions 4. Check data for completeness, internal consistency and plausibility 5. Maintain appropriate methodological and technical documentation on data series, draft notes and commentary on OIV statistics 6. Participate in the maintenance of the statistical database 7. Contribute to analyze and interpret sectorial data to identify trends in series and key developments 8. Exploit data by elaborating statistical indicators, graphs and thematic maps 9. Contribute to the preparation and production of OIV's statistical publications and presentations 10. Carry out any other related task and secretarial work that might be assigned 		<p><u>Recruitment conditions</u></p> <ol style="list-style-type: none"> 1 – Classification: category III OIV Staff Status Regulations (www.oiv.int – OIV – Fundamental Texts); 2 – 3-month probationary period; 3 – income tax system typical of international organisations (exempt from all tax on salaries); 4 – working hours: 39-hour week; 5 – annual leave: 30 working days; 6 – social security and healthcare insurance; 7 – monthly gross salary between €2310 and €2951 (13 monthly instalments) [annual net tax-free salary between approx. €23 500 and €29 900] depending on qualifications and experience + specific compensation scheme (bonuses, transport, meal participation, family allowances and others). <p><u>Qualifications and experience</u></p> <ol style="list-style-type: none"> 1. University degree in relevant field (statistics, economics, data science, mathematics or related area) or equivalent professional experience 2. National of an OIV Member State 3. Very good command of English and good knowledge of at least another official language (French, German, Spanish or Italian) 4. Excellent knowledge of Excel and sound experience in data management and statistical software (e.g. R, eViews, Stata, etc) as well as data visualization tools 5. Good knowledge and practical experience in statistical analysis and techniques 6. Good drafting and reporting skills 7. Knowledge of the vitivinicultural sector and data science would be an advantage 8. Ability to maintain good relations with staff and external contacts 9. Initiative, methodical approach and ability to work under pressure and to strict deadlines <p align="center">PLEASE NOTE IF YOU DO NOT SATISFY REQUIREMENTS 1, 2, 3 AND 4 PLEASE DO NOT APPLY: YOUR APPLICATION WILL NOT BE CONSIDERED.</p>	

Deadline for the submission of applications: 29 February 2020

Candidates should send a CV's application form + a cover letter
 by post to Mr Pau Roca, marking the envelope 'Personal and confidential'

or by email to: job@oiv.int

OIV 35, Rue de Monceau - F-75008 Paris - France

Tel.: (+33) 01 44 94 80 80

INTERNATIONAL VINE AND WINE ORGANISATION

Attach a recent photo of yourself

PERSONAL HISTORY

Please answer each question clearly and completely.
Type or print in ink.
 Read carefully and follow all directions.

1. Family name		First name		Other names		Maiden Name		
2. Date of birth (D/M/Y)			3. Country of birth		4. Nationality/ies at birth		5. Present nationality/ies	
6. Sex M <input type="checkbox"/> F <input type="checkbox"/>		7. Marital status: Single <input type="checkbox"/> Married <input type="checkbox"/> Legally separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er) <input type="checkbox"/>						
8. Permanent address: Telephone: Fax: E-mail:			9. Present address: Telephone: Fax: E-mail:			10. Telephone no. during working hours: Fax: E-mail:		
Have you taken up legal residence status in any country other than that of your nationality							Yes <input type="checkbox"/> No <input type="checkbox"/>	
If "yes", in which country?								
Have you taken any legal steps towards changing your present nationality							Yes <input type="checkbox"/> No <input type="checkbox"/>	
13. Have you any dependants? Yes <input type="checkbox"/> No <input type="checkbox"/> If "yes", give the following information:								
Name		Age	Relationship		Name	Age	Relationship	
14. What is your preferred field of work?					15. Vacancy Notice applied for:			
16. Would you accept employment for less than six months? Yes <input type="checkbox"/> No <input type="checkbox"/>				17. Have you previously submitted an application for employment with the OIV? If so, when?				
2. 18. Indicate the name of any relatives working in the OIV Secretariat, or other international organizations:								
Name:		Organization/Mission/Representation:			Relationship:			
a) 19. KNOWLEDGE OF LANGUAGES. Indicate your first language; if not the same, indicate also mother tongue:								
Other languages	Read		Write		Speak		Understand	
	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. For secretarial positions only: Indicate speed in words per minute:					21. List computer skills and office machines you can use:			
		language	language	language				
Typing								
Shorthand								

From Month/Year	To Month/Year	Salary per annum (gross)		Exact title of your post:
		Starting	Final	
Name of employer:			Type of activity:	
Address and telephone of employer:			Name of supervisor:	
			Number and kind of employees supervised by you:	Reason for leaving:
DESCRIPTION OF YOUR DUTIES				
25. Have you any objections to our making inquiries of your present employer?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
26. Are you now, or have you ever been, a permanent civil servant in your government's employ? If "yes", when?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
27. REFERENCES: List three persons, not related to you , who are familiar with your character and qualifications. <i>Do <u>not</u> repeat names of supervisors listed under item 24.</i>				
FULL NAME		FULL ADDRESS		OCCUPATION
28. State any other relevant facts, including membership in professional societies. Include information regarding any residence outside the country of your nationality.				
29. Appointment is subject to a satisfactory medical examination and might entail travel to any area of the world. Have you any disabilities which might limit your work or your ability to engage in air travel? No <input type="checkbox"/> Yes <input type="checkbox"/> Explain:				
30. Have you ever been arrested, indicted, or summoned into a court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No <input type="checkbox"/> Yes <input type="checkbox"/> If "yes", give full particulars of each case in an attached statement.				
31. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentations or material omission made on a Personal History form or other document requested by OIV renders a staff member of OIV liable to dismissal. Date: _____ Signature: _____				

N.B. *You will be requested to supply documentary evidence which supports the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so by the Organization and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of the Organization.*