



## VACANCY ANNOUNCEMENT

# Secretariat and Administrative Management

## INTERNATIONAL OPERATIVE SECRETARIAT OF LA VIA CAMPESINA

Location: Bagnolet, France

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Les Chemins pour la Terre is a French association under the law of 1901 whose purpose is to promote the action of La Via Campesina and to contribute to its activities. Its headquarters are located in Bagnolet (93170), in the premises of the Confédération Paysanne. The association is recruiting a Secretariat and Administrative Management position, to join our international team at the International Operative Secretariat (IOS) of La Via Campesina.

The IOS is non-hierarchical collective of specialist staff members, where all decisions are taken through a consultative process and in coordination with the International Leadership of La Via Campesina. Its main role is to provide support for the peasant leaders and facilitating the operation of the political and organizational dynamics of LVC.

In July 2021, the IOS office moved officially from Zimbabwe to France. We expect to have 4 or 5 people working from this French office in Paris. They will be part of the IOS team that includes around 20 staff people located in 4 continents. The IOS is currently organized in 3 main teams: Program, Communication and Finances.

In your role **in this position**, you will be based in the Bagnolet office and give secretarial and administration support in order to facilitate a better functioning of the IOS and of the movement as a whole.

## JOB DESCRIPTION:

- Direct/Manage visitors, email invitations or phone queries that arrive at the secretariat by electronic or physical means, to the appropriate personnel or team in the IOS .
- Send invitations on behalf of the movement from La Via Campesina's secretariat emails, after seeking necessary approvals.
- Centralization and management of contact and travel information of staff and leaders and make this available where needed
- Manage and review the email list subscribers of various mailing lists every 6 months in

- coordination with concerned people in the IOS (Bagnolet office + Virtual team)
- Management and follow-up of staff planning - annual leave, holidays, sick leave of the IOS staff (Bagnolet office + virtual team based in different parts of the world).
- Manage information regarding IOS staff equipment inventory (Bagnolet office + Virtual team)
- Manage and update the IOS Meeting Calendar, that includes internal and external calls in the IOS (Bagnolet office + Virtual team)
- Support to IOS teams in the preparation and organization of documents required for all LVC public meetings (virtual and physical)
- Management and follow up on stocks of LVC publications and mobilization materials  
Work with the Coordinator on Interpretation and Translation services and provide support where necessary for virtual and face-to-face meetings of LVC
- Coordinate with regional secretariats for latest and updated contact information of all regional staff and leaders, as well as office inventory supported by LVC
- Supporting the IOS coordination team and the Bagnolet administrative center in the organization and archiving of various personnel files concerning employment contracts, insurance and related aspects.
- Work with the desk office at Bagnolet to ensure safety procedures (monitor logbook, issue visitor badges)
- Support in updating records of office expenses and costs
- Perform other duties such as filing, photocopying, transcribing etc.
- Ensure the stewardship and logistics necessary for the proper functioning of the IOS office in Bagnolet
- Support the organization of the logistics of virtual and face-to-face activities, which includes creating logistics information, travel guides, food and lodging arrangements, including those happening in Bagnolet/Paris, including activities of the association Les Chemins pour la Terre (board meetings and General Assembly once a year). + circulating this information....
- Any other secretarial tasks as deemed necessary by the leadership of the movement from time to time

## **CRITERIA:**

- You have experience in working in and with social movements and/or unions
- You have experience in working in a multicultural and international environment, and you are ready to respect the processes and diversity of a large and global social movement.
- You have excellent written and spoken skills in French and English. Knowledge of basic Spanish, would be an added advantage).
- You have experience in working with various virtual office tools (Email, ZOOM, MS Office/LibreOffice/OpenOffice tools) and hands-on experience with office equipment (e.g. photocopiers/ printers)
- You should work as part of a team and feel co-responsible for protecting and strengthening collective processes.
- You should be capable of organizing your own work and working with minimal supervision.
- You are committed or you actively agree with the goals of La Via Campesina

- As any other IOS team member, you should not take any public or political profile and should be ready to work behind the scenes.
- You should be ready to travel domestically and internationally when necessary,
- You will be proactive in proposing solutions and new tools for a better functioning of our international and decentralized team.
- Knowledge of food and agricultural matters concerning seeds, land, food sovereignty, peasants rights, gender rights would be an added advantage

## **SALARY AND WORKING HOURS:**

- One-year fixed-term contract, full-time (35 hours per week).
- Employment conditions according to the Collective Agreement of the Confédération Paysanne Network (France) (n°IDCC7514)
- Position based in Bagnolet at the Chemins pour la Terre headquarters. Possibility of partial remote work.
- Monthly gross salary of 2.173,77 EUROS according to the collective agreement. Possibility of valuing previous experience.
- Company complementary health insurance.
- Integration in a virtual/remote international work team

## **HOW TO APPLY?**

- Email your latest CV to **recruitments@viacampesina.org** and include a cover letter in less than 400 words explaining why you want to join and support the peasant movement.
- The email and CV has to be in two languages (French/English)
- Please mention “**Secretariat and Admin management**” in the subject line of your **email**. Due to capacity constraints, only shortlisted candidates will be contacted for further processes and interviews.

## **RECRUITMENT TIMELINE:**

- Announcement of Vacancy: **22 October 2021**
- Deadline for submitting the applications: **22 November 2021**
- Interviews : **Week of 29<sup>th</sup> November to 3rd December 2021**
- Final selection: **18<sup>th</sup> December 2021**