



JOB DESCRIPTION

ADMINISTRATION AND MANAGEMENT ASSISTANT

CIHEAM ZARAGOZA

The Mediterranean Agronomic Institute of Zaragoza (CIHEAM Zaragoza) is one of the four institutes of the International Centre for Advanced Mediterranean Agronomic Studies (CIHEAM). Our activities focus on development cooperation in agriculture and fisheries to serve CIHEAM-member and third countries. They are based on five strategic areas: plant production; animal production; fisheries and aquaculture; water, soil, and the environment; and economy and development.

We seek a proactive, resourceful professional with good teamwork skills for the post of administration and management assistant at CIHEAM Zaragoza.

The role will include the following tasks:

- Administrative tasks for the Training Unit: management of correspondence preparation of academic certificates, diplomas, and diploma supplements.
- Administrative support for students of master's programmes and advanced courses.
- Administrative support in the organisation of master's programmes, advanced courses and other activities.
- Administrative support in the production of reports, deliverables and publications.
- Administrative support in the management of the Spanish language course.
- Support in the digitalisation of training activities.
- Support in the management of training data.
- Preparation of presentations, layout design, filing and document management.
- Back-up support in travel and accommodation arrangements for staff, lecturers and participants in our activities.
- Coordination with Executive Assistance and the Projects, IT, and Communication Units.

Requirements:

- Advanced-level vocational qualification, diploma or equivalent in tourism, administrative studies, executive support, or similar.
- 2 years of professional experience.
- Proficiency in Spanish, English (minimum B2) and French (minimum B1).

Additional assets will be considered:

- Experience working in international bodies or projects.
- Proficiency in office and word processing software and virtual training and management platforms.
- Experience in digitalisation processes.
- Excellent interpersonal skills including discretion, tact and diplomacy.
- Well-organised, proactive and flexible attitude.
- Attention to detail.

The successful candidate will share CIHEAM's commitment to the values and principles of development cooperation, flexibility, capacity to adapt to the needs of society, international focus, innovation, sustainability, and constant pursuit of excellence.

Work location

CIHEAM Zaragoza: Avenida de Montañana, 1005 - 50059 Zaragoza (Spain).

Expected start date

July 2026.

Recruitment and salary

CIHEAM Zaragoza offers the possibility to contribute to a passionate project based on international cooperation in agriculture, food, fisheries, and the environment.

CIHEAM Zaragoza encourages an inclusive working environment and strives towards gender equality.

The salary and other working conditions will be offered in compliance with CIHEAM Zaragoza regulations for a Category B officer and will be determined according to the candidate's professional experience and qualifications.

Application process

Please send your CV and cover letter (in Spanish or English) together with the signed data privacy document to: recruitment@iamz.ciheam.org (Ref: vacancy administration and management assistant). You may choose any format for your cover letter, but you should address at least two aspects: how your profile matches the role and what proposals you can make to enhance the performance of your duties.

The deadline for the submission of applications is 15 May 2026.