



PROFESSIONAL VACANCY ANNOUNCEMENT

Project: "OliveCulture Pakistan"

n. 1 International Project Coordinator

Reference Code: Ref. n.: 29/2021/PAK-PM/Coop.Ita.

Date of publication: 22/09/2021

Deadline for application: 22/10/2021

Position: International Project Coordinator

Job Type: Consultant (non-permanent contract).

Duty station: Islamabad – Pakistan, with frequent journeys in the project local areas and trips to Italy for coordination activities.

Duration of assignment: initial contract of 12 months, with possibility of extension for the entire project duration (26 months)– including a three-month probation period – due to availability of funds and satisfactory performance.

Starting period: at the end of the recruitment process.

Project title: "OliveCulture Pakistan"

PROJECT DESCRIPTION

The project "OliveCulture Pakistan" is funded by the Italian Ministry of Foreign Affairs and International Cooperation through the Italian Agency for Development Cooperation (AICS) and it will be executed by the Mediterranean Agronomic Institute of Bari (CIHEAM Bari).

The Project will be implemented in Pakistan in *Balochistan*, *Khyber Pakhtunkhwa* (included Newly Merged Districts - NMD), *Punjab*, *Gilgit Baltistan* and *Islamabad*, managed from a project base in *Islamabad*, Pakistan.

The main objective is to improve food and nutritional security, environmental and economic resilience and cultural enhancement through the OliveCulture and its related industries in Pakistan and the suitable provinces.

The specific objective is to provide rural communities and institutional, public and private actors in Pakistan and in particular in Balochistan, Khyber Pakhtunkhwa, (including the New Merged Districts), Punjab and Gilgit Baltistan with a sustainable holistic mechanism for strengthening the Pakistani olive value chain and its entire spectrum of professions, in order to ensure continuity in the generation of income.

The Project Counterpart is the Pakistan Oilseed Development Board (PODB), which acts under the aegis of the Ministry of National Food Security and Research (MNFS&R) which will actively collaborate in all phases of the project. The project will be supervised by a Steering Committee composed by representatives of the Donor, of the Counterpart and the CIHEAM Bari.

TERMS OF REFERENCE

1. KEY FUNCTIONS

During the assignment, the International Project Coordinator will constantly interface with CIHEAM Bari management, as well as with the Italian authorities in loco (AICS Islamabad and Embassy of Italy in Pakistan), with the representatives of the Pakistani PODB & Ministry of National Food Security and Research MNFS&R and the other project's stakeholders.

In particular, he/she will work under the supervision of CIHEAM Bari headquarters to perform the following tasks:

- Organize and implement the selection of the local staff (PMU) in coordination with CIHEAM Bari headquarters;
- Coordinate the Project Management Unit (PMU) in loco, composed by Pakistani personnel (19 persons) and international staff (one in long mission and several in short missions or by remote) for the implementation of the activities;
- Prepare the Overall and annual Work Plans in coordination with CIHEAM Bari and according with Donor rules, to be submitted to the Steering Committee for approval. The duty includes the elaboration of the budget's amendments in coordination with the CIHEAM Bari chief of Accountancy;
- Daily supervision and monitoring of the implementation of the approved Work plan in loco by the PMU and in coordination with CIHEAM Bari headquarters for the activities that requires the involvement of international experts;
- Act as technical secretariat of the Steering Committee for the organization of the periodical meetings;
- Coordinate and daily supervise the accountancy of the Project in loco, according with CIHEAM Bari head of accountancy instructions;
- Set up and manage all the project logistic issues in loco;

- Organize and supporting the short missions in loco of the international experts, in coordination with CIHEAM Bari;
- Prepare, together with the PMU and in coordination with CIHEAM Bari Headquarters, the periodical and final technical reports and collaborate for the periodical finance reports;
- Suggest a plan of project visibility, according with donor rules, to CIHEAM Bari Communication office ;
- Organize events in loco according with the approved work plans, with the plan of visibility and in compliance with the latest Pakistani Health prevention measures;
- Prepare, in collaboration with CIHEAM Bari experts, the capacity building plan based on participatory analysis of local needs and organize this plan in loco;
- Manage the project funds in loco and organize, together with CIHEAM Bari Administrative unit, the tender procedures of the project's purchasing;
- Maintain regular communications and hold regular meetings with the project's Counterpart, AICS as Donor and other stakeholders, as well as with CIHEAM Bari headquarters;
- Accomplish any other task upon demand by CIHEAM Bari within his/her capacities and skills with regard to the position;
- Fulfil CIHEAM Bari administrative rules and financial regulation as well as ethical clauses;
- Performs other duties as required.

2. GENERAL REQUIRED QUALIFICATIONS AND SKILLS

2.1 Essential Requirements:

Candidates will be considered eligible for selection based on the following essential requirements, to be fulfilled by the application deadline:

- Nationality: Italian
- University degree in agricultural disciplines, matched with highly qualified professional experiences in coordinating projects in the development sector;
- At least 10 years of relevant professional experience in projects management with international organisations and/or aid bodies;
- Fluency in written and spoken English (C1 Level - Common European Framework of Reference);
- Proficiency in the use of Microsoft Office applications.

2.2 Preferred requirements:

- Higher university degree (Master, PhD or other Higher Education Courses recognised in the sector of interest) additional to the minimum requirements indicated above;
- Knowledge of Urdu language will be considered an asset;
- Good knowledge of the international development program/ project's procedures;

- Excellent skills in high-level strategic visioning and leadership, and experience working effectively with Pakistani national government authorities at Federal and Provincial levels, government officials, civil society, local, and Italian Cooperation;
- Excellent leadership/managerial, technical, and administrative skills in program management, including effectively managing budgets/program finances and personnel, motivating and supervising team efforts, and achieving success in complex activities;
- Good knowledge of the Project Cycle Management and of the Participatory Rural Appraisal techniques;
- Good understanding of community, institutional and government roles and responsibilities;
- Excellent communication and adaptation skills, fast problems finding and solving, autonomy and flexibility, decisional capacity, good conflicts management skills;
- Excellent team working abilities;
- Good analytical skills and ability to provide practical and sound advice on rural development issues;
- Good skills in writing and preparation of reports;
- Availability to move from current residence in the project duty station.

At the moment of submission, the candidate should demonstrate evidence of the following:

- Previous working experience with International Organizations for International Cooperation, Italian Development Cooperation (AICS /DGCS) or International NGOs: at least 10 years;
- Previous working experience in the rural development in developing Countries: at least 6 years;
- Working experience in the MENA area and preferably in Pakistan: at least 5 years.

3. APPLICATION PROCEDURE

All interested applicants shall submit the application, duly dated and signed, in pdf format, to the following email address: cv@iamb.it.

Applicants are requested to specify the following reference code in the email subject: **Ref. n. 29/2021/PAK-PM/Coop.Ita. "Application for International Project Coordinator in Pakistan"**.

Applications without the above reference will be excluded from the selection.

The application should include:

- Motivation letter in english (maximum 1 page, A4, Times New Roman, 12), duly signed;
- Curriculum vitae in English (Europass format), duly signed;
- Copy of valid passport.
- Personal data treatment statement duly signed for approval.

Qualified female applicants are encouraged to apply for this position as CIHEAM is careful to ensure an inclusive working environment and CIHEAM Bari is committed to achieve gender balance staff.

The applicants should also provide a working telephone number and a valid email address for communications and timely notify CIHEAM Bari of any relevant change occurred after submitting the application.

Please note that only complete applications received within the deadline will be accepted and considered.

Before submitting their application, candidates should assess whether they fulfil all the essential requirements specified in this vacancy notice. Start and end dates of all previous jobs and indication on whether they were full- or part-time should be clearly stated in the curriculum vitae. Details of any professional experience, training, research or studies must be provided in the application. Upon request, candidates must provide supporting documentation clearly indicating the duration and nature of those experiences.

4. EXCLUSION FROM SELECTION PROCEDURES

Applications containing the following defects will not be considered:

- Applications lacking any of the essential eligibility requirements;
- Applications received after the deadline stated in this announcement;
- Application documents not signed;
- Application lacking of any essential document as per application procedure

5. EVALUATION OF APPLICATIONS

Once the terms of validity of the notice have elapsed, CIHEAM Bari assesses the applications' admissibility regarding the presence of the essential requirements and the absence of causes for exclusion. Subsequently, the CIHEAM Bari appoints a Commission, which meets the candidates' requirements for autonomy and impartiality.

The Commission assesses the merits of applications by assigning a maximum overall score of 100 points according to the following criteria:

5.1 Qualifications (Max 40 points)

Assessment of education, professional experience and competencies, and possession of essential and preferred requirements as indicated in the documentation submitted by the candidate, will be carried out according to the below parameters:

- ✓ Education – up to 10 points
- ✓ Language skills – up to 10 points
- ✓ Assessment of professional experiences – up to 20 points

5.2 Interview (Max 60 points)

Only candidates scoring a minimum of 30 points under essential and preferred requirements will be

included in the shortlist and invited for an interview.

The interview will take place via video conference (e.g. Skype or Zoom).

The interview shall be held in the languages indicated in the call for applications. It shall assess the applicant's knowledge and experience, his or her ability to carry out the task in question, the language skills required and any other skills deemed necessary to assess the candidate's profile with the post to be filled. The interview notice is sent by email to the address indicated by the candidate at the time of application. Applicants shall not be entitled to reimbursement of any costs incurred in connection with the interview.

The CIHEAM Bari will assess the candidate according its own rules and Regulations. Such assesement will be based on *intuitus personae* since they are assignments falling within the type of performance of intellectual work.

6. RESULTS OF THE SELECTION

The candidate with the highest score in the total ranking is declared the winner and will be informed accordingly. In case of a decline by the winning candidate or early termination of the contract, the office reserves the right to appoint another candidate from the ranking list - if the necessary financial resources are available.

In the event of equal scoring, the youngest candidate will be preferred.

Due to essential service reasons, the winner of this selection notice must take up service in Pakistan not later than 1 month from the formal assignment, according to the achievement of administrative steps with the Donor.

Contract and Remuneration: salary, benefits and other conditions are offered under the CIHEAM Bari rules and regulations, in particular, will be determined based on professional seniority, specific professional qualification and level of competence concerning the responsibilities and specific tasks that the successful candidate will be required to perform.

Remuneration will be paid in Euro and it will include duties, social security, insurance and any kind of further tax charge. Approved compensation will not exceed similar position level within other Intergovernmental Organizations.

CIHEAM permanent and non permanent staff are expected to adhere to code of ethics and conduct of CIHEAM Bari that reflects the commitments to the fundamental values of the Organization.

7. PERSONAL DATA TREATMENT

Applicants are aware that submission of their applications implies consensus to treat and manage their personal data (included sensitive ones). This data will be exclusively managed by the CIHEAM Bari personnel who is in charge to store and use of the application dossier.

In particular, CIHEAM Bari is committed to manage personal data in conformity with privacy obligations issued last 5 July 2019 (*“Security of the Information and Personal Data Protection Policy”*), inspired to the EU Regulation 679/2016 – *“General Data Protection Regulation”* including further modifications/amendments.

8. SAFEGUARD CLAUSES

CIHEAM Bari reserves the right to proceed with the assignment's formalisation as soon as the administrative-financial procedure for entrusting the fund is completed.

CIHEAM Bari may not go through the assignment procedure for opportunity reasons discretionally evaluated. This assignment is on a temporary basis only, submitted to periodically monitoring and shall not consist in a permanent job, neither within CIHEAM Bari nor within the project itself.

In the event of force majeure forcing the consultant to return to Italy, the remuneration will be commensurate accordingly.