



VACANCY ANNOUNCEMENT

Project: “WATER KNOWLEDGE - Egyptian-Italian Water Training Programme”

n. 1 International Project Coordinator

Reference Code: Ref. n.: 36/2021/EGY/PM/Coop.Ita.

Date of publication: 16/12/2021

Deadline for application: 03/01/2022

Position: International Project Coordinator

Job Type: Consultant (non-permanent staff contract)

Duty station: Cairo, Egypt, and trips to Italy for coordination activities

Duration of assignment: initial contract of 3 months, with possibility of extension for the entire project duration (24 months)– including a three-month probation period –based on availability of funds and satisfactory performance

Starting period: at the end of the recruitment process

Project title: “Water Knowledge”

BACKGROUND

CIHEAM Bari intends to select a project coordinator in Egypt for “WATER KNOWLEDGE Egyptian-Italian Water Training Programme” funded by the Italian Ministry of Foreign Affairs and International Cooperation through the Italian Agency for Development Cooperation.

CIHEAM Bari, as executing body of this project, will be responsible for the development and coordination of all project activities, the preparation of the related documentation, the reports on the state of implementation of the initiative and the administrative management of the

financial contribution, granted and managed in accordance with its regulations, rules and provisions.

The 24-month "Water Knowledge" project aims to improve the infrastructure of the Regional Training Sector for Water Resources and Irrigation located in Cairo, while improving its training and management methods and raising its quality level.

The general objective of the initiative is "To contribute to strengthening the management and the common and shared vision on the use of water resources in Egypt and the region".

The specific objective is "To improve the technical and management skills of water sector operators in Egypt and the region".

1. TERMS OF REFERENCE

During the performance of the assignment, the international project coordinator will constantly interface with the management of CIHEAM Bari and / or with the authorized delegates, as well as with local institutional partners, in order to ensure:

- Drafting of global and annual operational plans;
- Drafting of mid-term and final technical reports;
- Smooth implementation of all the planned activities;
- Administrative / accounting management and monthly dispatch of on-site expense receipts, in accordance with the procedures and IT tools made available by CIHEAM Bari;
- Organization of office work in person and (if necessary) remotely, activation and coordination of national and international experts on a short-term mission, for which the international coordinator will draw up the relevant Terms of Reference;
- Organization of periodic coordination meetings with local counterparts and country contact person both of CIHEAM and CIHEAM Bari;
- Animation of meetings with the players in the sector of interest;
- Minimum security requirements in compliance with the policies in force at CIHEAM Bari for the implementation of activities;
- Interaction and coordination with CIHEAM Bari's Cooperation Area;
- Interaction with the desk-officer and the education office of CIHEAM Bari for all off-site and on-site fulfilments (e.g., organization of training courses in Italy and on site in accordance with the approved operational plan, review of project documents, etc.);
- Supervision in the organization of events and in the development of visibility, dissemination and promotion material, in coordination with CIHEAM Bari's communication office and communication officer;
- On behalf of CIHEAM Bari, relations with the Egyptian authorities and Italian authorities on site (AICS headquarters, Embassy of Italy) and with the Italian implementing partners;

- Participation in the six-monthly monitoring meetings that will be held at CIHEAM Bari's headquarters in Italy;
- Synergies and complementarity of the initiative at stake with other initiatives funded by AICS and / or carried out by CIHEAM Bari in Egypt;
- Whatever is required to ensure the proper performance of the activities set out in the operational plan, and to achieve the expected results.

2. QUALIFICATIONS AND SKILLS REQUIRED

2.1 Educational qualification

- Master of Science

2.2 Professional experience

- Experience in planning and management of projects financed by international cooperation and / or by the EU Commission;
- Knowledge of international regulatory instruments on development aid, general and sectorial guidelines of Italian cooperation;
- In-depth knowledge of the techniques and methodologies for the formulation, management and monitoring of international cooperation projects (Project Cycle Management and Logical Framework approach; Theory of Change).

2.3 Personal skills and capacities

- Organizational and management skills;
- Autonomy, sense of responsibility and spirit of initiative;
- Ability to establish and maintain constructive interpersonal relationships with the counterpart, the donor, as well as with the beneficiaries and the Italian partner institutions;
- Social skills related to adaptation, flexibility, responsiveness;
- Availability to travel;
- Ability to elaborate and draw up technical reports, work plans and other technical-financial documentation in English;
- Command of Italian and English and good skills in elaborating and drafting technical reports and detailed reports on the project progress as well as press releases and bulletins for communication and visibility activities;
- Strong skills in planning and organizing teamwork and human resources management;

- Strong analytical and evaluation skills (gathering and evaluating information, managing information effectively, identifying alternatives and solutions, understanding complex reports);
- Strong synthesis skills; overview; innovativeness; learning; ability to manage stress and complex situations.

2.4 Nationality

- Italian nationality

2.5 Languages

- Italian (mother tongue)
- English (minimum C1 level required)

2.6 Essential requirements

Previous work experience relating to development cooperation initiatives

2.7 Preferential requirements

- Previous work experience in International Organizations;
- Previous work experience concerning cooperation initiatives for the development and application of management and administrative-accounting procedures;
- Previous work experience in North African or Sub-Saharan countries.

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.

Applications deadline is 23:59 on 03/01/2022 Applicants are requested to specify the following reference code in the email subject: Ref. n. 36/2021/EGY/PM/Coop.Ita. "Application for International Project Coordinator in Egypt".

Applications without the above reference will be excluded from the selection. The application shall include:

- Motivation letter in English (maximum 1 page, A4, Times New Roman, 12), duly signed, with the following wording:

"I am fully aware that signing contract and taking up function in Egypt shall depend on the actual payment of the first instalment to CIHEAM Bari by the Donor, as well as on the national security clearance. Furthermore, I authorize CIHEAM Bari to send my passport to the National Authorities to accomplish the necessary steps for Security

Clearance, releasing CIHEAM Bari from any responsibility for the time required for such accomplishment”.

- Curriculum vitae in English (Europass format), duly signed.
- Copy of valid passport.
- Personal data processing 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 balanced staff.

Applicants shall 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 their application.

Please note that only complete applications received within the deadline will be accepted and considered. Before submitting their application, candidates shall 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 shall be clearly stated in the curriculum vitae. Details of any professional experience, training, research or studies must be provided in the CV. Upon request, candidates must provide supporting documentation clearly reporting 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 reported in this announcement;
- Application documents are not signed;
- Application lacking of any essential document as per application procedure.

Please note that, **in the event of successful selection**, the winner candidate shall provide the following documents, failing which the contract cannot be concluded:

- Recent extract from criminal records;
- Scanned copy of valid passport (at least 6 months);
- CIHEAM Bari health questionnaire completed in every required field;
- Registration in CIHEAM Bari CV ROSTER (online at: <https://cviamb.iamb.it/>)

Failure to comply with any of the above points will result in exclusion from the ranking list and subsequent steps for recruitment.

5. EVALUATION OF APPLICATIONS

Once the terms of validity of the notice have elapsed, CIHEAM Bari assesses the applications' eligibility regarding the presence of the essential requirements and the absence of causes for exclusion.

Subsequently, CIHEAM Bari appoints a Commission, which meets requirements for autonomy and impartiality.

Following CIHEAM Bari procedures, 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 skills, and compliance with essential and preferential requirements as indicated in the documentation submitted by the candidate, will be carried out according to the following parameters: Education – up to 10 points; Language skills – up to 10 points; Assessment of professional experience – up to 20 points.
- 5.2 Interview (Max 60 points): Only candidates scoring a minimum of 30 points under essential and preferential 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), in the required languages as per call for applications. It shall assess the applicant's knowledge and experience, his/her ability to carry out the task in question, the language skills required, and any other skills deemed necessary for the post to be filled. The interview notice is sent by email to the address provided by the candidate at the time of application. Applicants shall not be entitled to reimbursement of any costs incurred in connection with the interview.
- 5.3 CIHEAM Bari will assess the candidate according to its rules and Regulations. Such assessment will be based on *intuitus personae* since these assignments fall within intellectual work performance.

The assignment will be formalised in accordance with CIHEAM Bari regulations after approval of the CV of the eligible candidate by CIHEAM Bari Director.

An initial three-month probationary period will be granted, after which the appointment may be confirmed or withdrawn.

6. RESULTS OF THE SELECTION

The winner is the applicant with the highest score in the total ranking and will be informed accordingly. In the event of withdrawal 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.

7. CONTRACT AND REMUNERATION

Salary, allowances and other conditions are subject to CIHEAM Bari rules and regulations; in particular, they will be set 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 Euros and will include charges, social security, insurance and any additional tax charge. Approved remuneration will not exceed similar position level within other Intergovernmental Organizations. Permanent and non-permanent staff are expected to adhere to the code of ethics and conduct of CIHEAM Bari that reflects the commitments to the Organization's core values.

8. PERSONAL DATA PROCESSING

Applicants are aware that submitting their application implies consensus to process and manage their personal data (including sensitive data). This data will be managed exclusively by CIHEAM Bari's staff who are in charge of storing and using the application file. CIHEAM Bari is committed to managing personal data in compliance with privacy obligations issued last 5 July 2019 ("Information Security and Personal Data Protection Policy"), based on EU Regulation 679/2016 – "General Data Protection Regulation" including subsequent amendments.

9. SAFEGUARD CLAUSES

CIHEAM Bari reserves the right to proceed with the assignment formalisation only after the administrative and financial procedure for the allocation of the project funds has been completed and following clearances and no objections received from the competent authorities/institutions. CIHEAM Bari may not go through the assignment procedure also for discretionary reasons. This assignment is not a permanent job neither within CIHEAM Bari nor within the project itself and is subject to periodical monitoring. In the event of *force majeure* obliging the consultant to return to Italy, the remuneration will be proportionate accordingly.