



This project is funded
by the European Union



PROFESSIONAL VACANCY ANNOUNCEMENT

Programme: "Recovery, Stability and Socio-Economic Development in Libya programme – Baladiyati" – Phase 2 (RSSD 2) /Sub Action EUTF/2022

Reference Code: *Ref. n.: 46/2022/LIB-JFM/Coop.Ita.*

Date of publication: *17/05/2022*

Deadline for application: *13/06/2022*

Position: *DESK OFFICER*

Job Type: *Consultant (non-permanent contract).*

Duty station: *Italy*

Duration of assignment: *24 months.*

Starting period: *at the end of the recruitment process*

Programme: *"Recovery, Stability and Socio-Economic Development in Libya programme- Baladiyati" - Phase 2 (RSSD 2) – CIHEAM Bari Sub Action Component - T05-EUTF-NOA-LY-13- 01 (T05.1849), financed by the European Union and implemented by the Italian Agency for Development Cooperation (AICS).*

PROGRAMME DESCRIPTION

The Programme RSSD2 intends to plan, implement, monitor and evaluate the income generation, job creation, livelihoods support activities and specific training activities, sub-delegated by the Italian Agency for Development Cooperation (AICS) to CIHEAM Bari within the framework of the Italian Cooperation Component of the *"Recovery, Stability and Socio-Economic Development in Libya programme- Baladiyati" - Phase 2 (RSSD 2) – CIHEAM Bari Sub Action Component - T05-EUTF-NOA-LY-13- 01 (T05.1849)*. CIHEAM Bari, as Sub-delegatee, will be engaged in developing the activities assigned by AICS within the related Sub Action EUTF. With an overall objective "to foster



This project is funded
by the European Union



a more inclusive social and economic environment and stability in the Region”, the Sub Action aims to:

- Contribute to creation of alternative livelihoods opportunities for local communities, returnees, migrants, refugees, IDPs;
- Support Business development infrastructure, develop tools, and train staff on local agricultural development.

TERMS OF REFERENCE

Duty station: CIHEAM Bari HQ (Valenzano, BA, Italy). Based in Italy, with availability, depending on project requirements, to travel to Libya/Tunisia

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.

Duration: 24 months – including a three-months probation period – due to availability of funds and satisfactory performance.

Expected start of employment: at the end of the recruitment process.

Line Manager: CIHEAM Bari Technical Chief Coordinator

1. KEY FUNCTIONS

DESK OFFICER

Objective: Coordination and project management in Italy for technical unit in Libya/Tunisia. Support the project coordination unit and provide all types of direct and concrete technical and logistical support for all technical and operational project activities in coordination with Technical Chief Coordinator in Libya.

In particular, she/he will perform the following tasks:

- Support the project coordination unit in the fulfilment of its tasks and duties;
- Establish and maintain relations, and act as a key point of contact, between CIHEAM Bari and the project coordination unit in Libya/Tunisia to ensure that all programming, financial and administrative matters related to the project are managed in a transparent, timely and efficient manner, in accordance with the rules and regulations established by CIHEAM Bari;
- Identify any support and advice required for the management, planning and control of the project;
- Support the Technical Chief-Coordinator in ensuring the timely preparation and compilation



This project is funded
by the European Union



- of annual / quarterly work plans and their submission to CIHEAM Bari as required;
- Archive all technical and administrative documents;
 - In coordination with the project coordination unit in Libya/Tunisia prepare budget estimates for all project activities, trainings / workshops / seminars;
 - In coordination with the Technical Chef-Coordinator, follow the necessary administrative procedures for the payment of international staff;
 - In coordination with the Technical Chef-Coordinator prepare a procurement plan for all project goods;
 - Drawing up the terms of reference (TORs) ;
 - Support the Technical Chef-Coordinator in guiding and directing the efforts and contributions of consultants and staff involved in achieving the project objectives;
 - Ensure appropriate working relationships with relevant national and international partner agencies and development projects;
 - Support the Project Coordination Unit in managing the transfer of project deliverables, documents, files and materials in accordance with CIHEAM Bari standards procedures;
 - To support the International Coordinator, the Italian experts and the Libyan experts in the execution of their tasks by ensuring the flow of information and checking the receipt of information by all possible means (web page, email, fax, letter, telephone);
 - Draft and send correspondence authorised by the Technical Chef-Coordinator (fax, e-mail, etc....) and minutes of meetings;
 - Approval and review of expert deliverables;
 - Ensuring the necessary translations, proofreading of layouts, monitoring work for printed material, participation of any working groups in activities and updates of layouts;
 - Public relations, secretariat and reception at seminars, initiatives of all kinds and/or workshops organised by the project in Libya/Tunisia and/or Italy;
 - Review the technical and computer print material that the project will produce;
 - To carry out any other tasks assigned by the Technical Chef-Coordinator within the limits of his/her abilities and skills in relation to the position held;
 - To perform other assistance activities and tasks as requested by CIHEAM-Bari within the limits of his/her capacities and skills in relation to the position held.

Expected results

- Project management
- Managing the unexpected

Deliverables to be produced

- Project implementation plan
- Project schedule



This project is funded
by the European Union



- Report of the activities carried out (in Italian) in accordance with the CIHEAM - Bari regulations, to be delivered to the International Coordinator.

2. REQUIREMENTS

2.1 Essential Requirements:

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

- University degree in Economic or equivalent Certificate of Higher Education or Diploma of Higher Education (level 5/6 European Qualification Framework E.Q.F.);
- At least 5 years of relevant professional experience working with international organisations, aid bodies in development cooperation, including grant management;
- Fluency in written and spoken Italian, English and French (C1 Level - Common European Framework of Reference);
- Proficiency in the use of Microsoft Office applications.
- Proven ability to write, edit written proposals and results-oriented reports

2.2 Preferred requirements:

- Previous highly qualified professional experiences in managing international projects in MENA/WANA regions;
- Fluency in written and spoken Arabic;
- Knowledge of the issues in the field of development cooperation in Lybia.

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.

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.

The application should include:

- Signed motivation letter in English (maximum 1 page);



This project is funded
by the European Union



- Signed Curriculum vitae in English (Europass format);
- Copy of valid passport;
- Personal data treatment statement duly signed for approval.

Applicants are requested to specify the following reference code in the email subject: **Ref. n.: 46/2022/LIB-JFM/Coop.Ita. "Application for Desk Officer"**.

Applications without the above reference will be excluded from the selection. CIHEAM Bari is committed to achieve gender balance staff. The applicants should also provide a telephone number and an email address for communications and notify CIHEAM Bari of any change occurred after submitting the application.

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

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 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



This project is funded
by the European Union



- ✓ 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 (art. 2) will be included in the shortlist and invited for an interview.

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

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.

6. RESULTS OF THE SELECTION

The candidate with the highest score in the 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.

The ranking list is published on CIHEAM Bari website.

Due to essential service reasons, the winner of this selection notice must take up service not later than 1 month from the publication of the ranking on CIHEAM Bari website. In case the availability is not granted, CIHEAM Bari reserves the right to appoint another candidate from the ranking list.

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.



This project is funded
by the European Union



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, the remuneration will be commensurate accordingly.