



VACANCY ANNOUNCEMENT

Project: “Institutional strengthening of the Albanian Ministry of Agriculture for food safety management (SAFIAL)”

Reference Code: Ref. no: 48/2022/ALB/JPO/Coop.Ita.

Date of publication: 20 june 2022

Deadline for application: 20 july 2022

Position: International expert

Job Type: Consultant (non-permanent staff contract)

Profile: Junior Project Officer

Duty station: Tirana, Albania

Duration of assignment: initial contract of 3 months (probation period), with possibility of extension up to the end of the project activity (May 2024) – based on availability of funds and successful performance

Starting period: at the end of the recruitment process

BACKGROUND

CIHEAM Bari intends to select a Junior Project Officer in Albania for the project “Institutional strengthening of the Albanian Ministry of Agriculture for food safety management (SAFIAL)” (AID 012201) funded by the Italian Ministry of Foreign Affairs and the 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 on the administrative management of the financial contribution, granted and managed in accordance with its regulations, rules and provisions.

The project general objective is to make Albanians use foodstuffs with an improved safety level. The Specific Objective is to help Albanian authorities strengthen the capacity to perform controls and inspections on plant material at the borders and operate in the veterinary sector. The project

main goals are: (1) to support national food authority (AKU) in order to increase its capacity to perform efficient inspections on foodstuffs entering in the port of Durres; (2) to increase the capacity of the Albanian institutions to verify the levels of safety (residues from pesticides) in food of plant origin and developed expertise for the diagnosis of potential quarantine agents: (3) to provide assistance to the MARD in the strengthening and reorganization of the existing veterinary service through the update of livestock assessment and data computerization.

1. TERMS OF REFERENCE

During the performance of the assignment, the Junior Project Officer will constantly interface with the management of CIHEAM Bari and/or with the Project coordinator in loco, as well as with the local institutional partner in Albania (the Ministry of Agriculture and Rural Development - MARD), to ensure the following direct and indirect duties in the fields of:

Project visibility and communication:

- Contribute to planning and organizing CIHEAM Bari visibility and dissemination events in Albania, in agreement with AICS, MARD and CIHEAM communication policy.
- Support the project coordination in suggesting and revising designs of project visibility materials including rolls up, brochure, booklets, popups, newsletter, and social media posts' text.
- Provide editing of visibility materials in Albanian and English language, accordingly.
- Keep visibility/communication documents organised in the project cloud folder.

External relations and secretariat:

- Prepare correspondence independently from notes, instructions or on their own initiative, assuring appropriate form, style, punctuation, spelling, and grammar. Drafting agendas, compiles agenda materials and oversees the copying and distribution of the agendas. Recording committee and/or technical boards, whenever necessary and acceptable, drafting meeting minutes, facilitate draft files circulation among participants.
- Relieve administrators, or others assigned, of maintaining archive, assist with the preparation of contracts, ordinances and other legal documents, review applications and requests for action, and assisting in various other details. Process, verify and maintaining document files up to date.
- Provide editing of official documents in both the Albanian and English languages.
- Keep project documents organised in the cloud folder.

Logistics and procurement:

- Support the Project coordinator in scheduling and holding the schedule of the project experts, events, training, executive staff of the project, coordinating the dates of meetings.

- Provide logistic support to the organization for the project activities, including field days, short trainings, and expert missions, in and outside Tirana: reservation of hotels, booking flights and train for consultant and project staff, template preparation.
- Support the Organization of training courses, meeting and workshop addressed to project beneficiaries and National stakeholders.
- Ensuring the appropriateness communication with contractors, suppliers, and consultants, facilitating to implement and to update market analysis and roster screening, support negotiation of agreement and arrangements with national companies interested to provide services to CIHEAM Bari.

Assistance and support to the Project coordinator:

- Support the Project coordinator in ensuring the project implementation as per the last approved work plan, in monitoring of advancement states and/or bottlenecks and constraints related to civil works development and supply contracts implementation, by direct observations, international experts’ reports, and national specialists field visits and on-site reports.
- Assist the Project coordinator in conducting consultation workshops and participatory meetings with various stakeholders, by establishing effective liaisons between the project coordinator and the institutional stakeholders for implementation of the project activities, and by keeping track of feedback for the lesson-learned document on after-training and after-missions occasions.
- Support the Project coordinator in the preparation of semi-annual progress report and annual documentation for the steering committee meetings, final report and handing over documents. Provide revisions on the interim financial reports based on Donors reporting requirements; keep track of expenditure and report accordingly CIHEAM Bari procedures facilitating the follow-up on fund disbursement, incorporation, and release.
- Timely support the CIHEAM Bari desk officer in monitoring the project activities with the project coordinator in accordance with the approved annual work plan; follow-up and ensure timely conduct of internal monitoring with desk officer of the project activities, ensure follow-up on the observations of the recommendation of monitoring reports.
- Report constraints and problems encountered/likely to be encountered that would impede its progress to the Project coordinator and the CIHEAM Bari Desk officer.

2. QUALIFICATIONS AND SKILLS REQUIRED

2.1 Educational qualification

- University Degree (at least bachelor) in science, agriculture, law, economics, political sciences or international relations.

2.2 Professional working experience

- Minimum 1 year of relevant professional experience, preferably in project management proving a very good understanding of the EU and/or international cooperation agencies.
- Knowledge of and experience with international project procedures, (preferably: calls for tender/service contracts, technical assistance projects, framework contracts, etc..).

2.3 Personal skills and capacities

- Good analytical and organisational skills and ability to meet tight deadlines.
- 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, ability to solve the problems and to orient the solutions, attitude to work in team.
- 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 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
- Computer and IT skills: good knowledge of the most common software (Microsoft Office).

2.4 Nationality

- Albanian nationality.

2.5 Languages

- Albanian (mother tongue).
- English (minimum C1 level required).

2.6 Essential requirements

Ref to 2.1; 2.2; 2.3; 2.4; 2.5.

2.7 Preferential requirements

- Previous work experience relating to the assistance to cooperation projects management.

- Previous work experience in International Organizations.
- Previous work experience in Balkan countries.
- Knowledge of Italian language is an asset.

3. APPLICATION PROCEDURE

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

Applications deadline is: 20/07/2022.

Applicants are requested to specify the following reference code in the email subject: *Ref. no 48/2022/ALB/JPO/Coop.Ita. "Application for Junior Project Officer in Albania"*.

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), to be duly signed.
- Curriculum vitae in English (Europass format), to be duly signed.
- Copy of valid national id or passport.
- At least one reference letter.
- Personal data processing statement, to be 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 application. 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 as per 2.6.

- Applications received after the deadline reported in this announcement.
- Application documents with no signature.
- Applications lacking any essential document as per application procedure.

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

- Recent extract from criminal records.
- Registration in the 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 the 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 AND CLEREANCE VALIDATION

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

Contract will be issued and signed once all items listed in Chapter 6 are fulfilled, with specific regard to the absence of objections.

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 processing and management of their personal data (including sensitive data). This data will be managed exclusively by CIHEAM Bari's staff 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 it is subject to periodical monitoring. In the event of *force majeure* obliging the consultant to return to Italy, the remuneration will be proportionate accordingly.