



## VACANCY ANNOUNCEMENT

### Recruitment of an Administrative Manager (B3, part-time) at the International Centre for Advanced Mediterranean Agronomic Studies, Mediterranean Agronomic Institute of Bari (CIHEAM -Bari)

**Ref N°:** 02/2022

**Date of publication:** 11 October 2022

**Deadline for application:** 11 November 2022

**Position:** **Administrative Manager** (Grade B3) Part-time (24 hours/week)

**Duty station:** CIHEAM Bari, Valenzano (BA), Italy

**Starting date:** 2 January 2023

**Contract:** open-ended contract, with a six-month probationary period

#### BACKGROUND

The Mediterranean Agronomic Institute of Bari (CIHEAM Bari, Italy) is one of the four institutes of the International Centre for Advanced Mediterranean Agronomic Studies (CIHEAM). CIHEAM is an intergovernmental organisation with a mandate for the development of activities in higher education, vocational training, research and cooperation. It was established in 1962 and is composed of thirteen Mediterranean member States (Albania, Algeria, Egypt, France, Greece, Italy, Lebanon, Malta, Morocco, Portugal, Spain, Tunisia and Turkey). Its General Secretariat is based in Paris. CIHEAM's missions are to train agriculture executives from the Mediterranean countries, to carry out studies and research on Mediterranean agriculture within its international context, and to implement cooperation and development projects with the countries and actors of the Mediterranean region. CIHEAM Bari is a Centre for post-graduate training, applied scientific research and design of *in-loco* partnership actions within the framework of international cooperation programmes.

#### TERM OF REFERENCES

In conformity with the Statute of the Organisation, CIHEAM Bari announces a vacancy for the position of n.1 Administrative Manager (Grade B3) Part-time (24 hours/week) at CIHEAM Bari, Valenzano (BARI), Italy. The selected applicant will be granted the status of CIHEAM-Bari Official as Administrative Manager, following the CIHEAM General Staff Regulations with an open-ended contract. The contract starts with a six-month probationary period.

#### 1. ROLES AND RESPONSIBILITIES

Under the overall supervision of the Director, the main role of the Administrative Manager is: **LEGAL OFFICER.**

**Purpose of the job:**

Legal support in the planning and delivery of multi-disciplinary legal activities, services and products pertaining to the Organization's mandate.

**Key Functions/Results:**

- Perform legal research and analysis, assist in the review and preparation of legal opinions/advice on a wide range of multidisciplinary and complex legal matters involving issues of international, public, and private law;
- Review and support the drafting of recommended texts, commentaries, regulations and other legal instruments, legal opinions, briefs, reports and related correspondence;
- Identify relevant legal issues and risks, proposing mitigating measures and ensuring compliance with the applicable legal framework and jurisprudence;
- Prepare or assist in the preparation of background papers, studies, reports and other legal texts of subregional, regional and global scope or relevance;
- Prepare or assist in the preparation of legal opinions/advice on a wide range of international and/or development cooperation issues such as agreements and contracts;
- Contribute to the work of CIHEAM Bari– at the Headquarters and in the field - to ensure best synergies between legal, policy and governance-related work;
- Participate, as required, in working groups, meetings, seminars and conferences;
- Perform other related duties as required.

**2. QUALIFICATIONS AND SKILLS REQUIRED****Minimum Requirements**

- Advanced university degree in law.
- Three years of relevant legal experience in the field of international cooperation.
- Good command of spoken and written English and/or French (CIHEAM's two working languages).

**Competencies**

- Results Focus
- Teamwork
- Communication
- Integrity
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

**Technical Skills**

- Knowledge, extent and relevance of experience in legal and institutional aspects of sustainable food and agriculture and utilisation of natural resources and related cross sectoral issues such as environment and biodiversity, climate change and gender equality.
- Knowledge and extent and relevance of experience in areas of international cooperation related to CIHEAM Bari's mandate.
- Ability to carry out legal research and analysis, and to identify important issues, similarities, and inconsistencies.
- Ability to write clear and concise reports and experience in drafting and reviewing legal texts and contracts.

- Extent and relevance of experience in implementing technical assistance projects related to national and regional implementation of international normative and voluntary instruments and best practices.

### **Desirable Qualifications and Skills**

- Ability to use discretion and high level of trustworthiness.
- Familiarity with CIHEAM Bari policies, procedures and guidelines.
- Extent and relevance of experience with international organizations, governments, academia is considered a strong asset.

### **3. APPLICATION PROCEDURE**

All interested applicants shall submit the application, duly dated, and signed, in pdf format, to the following email address: [recruitment@iamb.it](mailto:recruitment@iamb.it)

The application deadline is on 11/11/2022 .

Applicants are requested to specify the following reference code in the email subject: “*Ref. n.: 02/2022*”.

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;
- Curriculum vitae in English (Europass format) duly signed;
- Copy of valid passport or ID card;
- Statement “*Information about collecting, storing and processing Personal Data*” duly signed for approval.

Applicants shall also provide a working telephone number and a valid email address for communications and timely notify CIHEAM Bari of any relevant change after submitting their application.

The application file must be sent by email, using a maximum of 4 electronic .pdf files.

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 of 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.

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 achieving a gender-balanced staff.

### **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 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' eligibility regarding the presence of the essential requirements and the absence of causes for exclusion. Subsequently, CIHEAM Bari appoints an International Commission, which meets the requirements for autonomy and impartiality.

Following CIHEAM Bari procedures and regulations, the Commission assesses the merits of applications. A shortlist will be created, and the selected applicants might be invited for an oral presentation of their file. The committee will deliver an opinion to the Director of CIHEAM Bari.

## **6. RESULTS OF THE SELECTION**

The successful applicant will be informed accordingly. In the event of withdrawal by the applicant or early termination of the contract, the office reserves the right to appoint another applicant from the ranking list - if the necessary financial resources are available.

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

- Recent extract from criminal records.
- CIHEAM Bari health questionnaire completed in every required field.

## **7. CONTRACT AND REMUNERATION**

The level of remuneration is determined in compliance with CIHEAM Bari's salary grid.

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 the successful candidate will be required to perform.

Remuneration will be paid in Euros. 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 oversee storing and using the application file. CIHEAM Bari is committed to managing personal data in compliance with privacy obligations issued on 5 July 2019 ("*Information Security and Personal Data Protection Policy*"), based on EU Regulation 679/2016 – "General Data Protection Regulation" including subsequent amendments.