



VACANCY ANNOUNCEMENT

Recruitment of a Technical Agent (B5, part-time) at the International Centre for Advanced Mediterranean Agronomic Studies, Mediterranean Agronomic Institute of Bari (CIHEAM -Bari)

Ref N°: 01/2022

Date of publication: 11 October 2022

Deadline for application: 11 November 2022

Position: Technical Agent (Grade B5) Part-time (24 hours/week)

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

Starting date: 02 January 2023

Duration: 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)*, 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 Technical Agent (B5) Part-time (24 hours/week) at CIHEAM Bari, Valenzano (BA), Italy.

The selected applicant will be granted the status of CIHEAM Bari Official as Technical Agent, 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 Technical Agent is: LOGISTICS AND ACCOUNTING ASSISTANT.

Purpose of the job:

Carry out operational logistical support and secretarial activities to the offices in charge of the Institute in relation to specific needs.

Key Functions/Results:

- Drive CIHEAM Bari's staff and their official visitors on official trips; drive for visitors on occasions, as necessary.
- Meet staff and official visitors at the airport; facilitate customs formalities, hotel check-in and other local formalities.
- Log official trips, daily mileage, fuel consumption, transportation/vehicle related expenditures, vehicle servicing, repairs, etc.
- Ensure day-to-day maintenance of the assigned vehicle(s); perform minor repairs and timely arrange for any other repairs necessary to keep the vehicle safe and technically sound at all times; maintain the vehicle(s) in clean conditions.
- Handle local and organizational formalities when involved in an accident; ensure that in this case all organizational and local/country rules, regulations and procedures are followed correctly.
- Collect and deliver mail, documents, pouches and other communications/items from and to the Accounting Office; go to the post office, airport, government agencies, institutions, project sites, etc. to take and deliver items and communications; keep records as required.
- When needed, assist CIHEAM Bari's Accounting Office staff in performing simple clerical duties such as making and answering telephone calls, making photocopies, keeping records, registering invoices, update of assets inventory, etc.
- Perform other related duties as required.

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

- **Education:** High school education. Valid driver's license (B; D; CQC);
- **Experience:** Two years of work experience as a driver. Flawless, safe driving record.
- **Languages:** Good command of spoken and written English and/or French (CIHEAM's two working languages).
- **Residency:** To be eligible for this position, candidates must be nationals of the Country of the duty station and reside within commuting distance of the duty station at the time of the application.

Competencies

- Results Focus
- Team Work
- Communication
- Building effective relationships
- Knowledge Sharing and Continuous Improvement

Technical Skills

- Good knowledge of the local driving rules and regulations; skills in minor vehicle repair.
- A high degree of punctuality and reliability is required.
- Safe driving manner. Good sense of direction and knowledge of local conditions.
- Ability to cope with extended working hours.
- Independent user of Microsoft Office suite.

Desirable Qualifications and Skills

- Must be able to use discretion and have a high level of trustworthiness.
- Familiarity with CIHEAM system vehicle operation and safety policies, procedures and guidelines.
- Minimum 1 year of experience in administrative and accounting issues; previous work experiences with international organizations will be an advantage.

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. The application deadline is on 11/11/2022

Applicants are requested to specify the following reference code in the email subject: “*Ref. n.: 01/2022*”. 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, to which the final decision belongs.

6. RESULTS OF THE SELECTION

The successful applicant 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.

Please note that, in the event of successful selection, the candidate 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.

The level of remuneration is determined in compliance with the CIHEAM-Bari salary grid.

The contract of Part-time Administrative Agent of CIHEAM Bari starts with a six-month probationary period.

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 the successful candidate will be required to perform.

Remuneration will be paid in Euros, including charges, social security, insurance, and any additional tax charge. Approved remuneration will not exceed similar position levels within other Intergovernmental Organisations. 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.