



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.: 64/2022/LIB-JPA/Coop.Ita.

**Date of publication:** 29/07/2022

**Deadline for application:** 31/08/2022

**Position:** JUNIOR PROJECT ASSISTANT (NATIONAL STAFF)

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

**Duty station:** Tripoli (Libya)

**Duration of assignment:** 12 months, renewable.

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



This project is funded  
by the European Union



- 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.

The Project will aim to stimulate a process of economic recovery in the **11 target municipalities** (with **4 operational coordination offices at local level**): **Al Khofra, Ghat, TahaLa, Al Katrun, Al Sharguya, Bent Bayya, Alghurayfa, Al Gurdha Ashshati, Brak Al Shati, Shwyrif, Darj** and support local economies to gradually transition towards a sustainable and equitable process of development.

## TERMS OF REFERENCE

**Duty station:** Tripoli, Libya,. Short missions may be foreseen in Tunisia and in Italy. Furthermore, short missions may be foreseen also in the 11 target municipalities depending on security conditions. Candidates should be ready to reach daily the project office in Tripoli fully autonomously.

**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.

**Expected Duration of the assignment:** 12 months – including a one-month probation period – due to availability of funds and satisfactory performance. Renewable, up to the end of the Programme.

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

**Line Manager:** CIHEAM Bari Technical Chief Coordinator.

## 1. KEY FUNCTIONS

### JUNIOR PROJECT ASSISTANT

**Objective:** Under the overall supervision of the CIHEAM Bari Line Manager and in collaboration with the Project Management Unit (P.M.U.) team, the Junior Project Assistant supports the correct implementation of the assigned activities and reporting of the Programme implementation.

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

- Ensure the management of the project office in Tripoli and the management of the communication network, organize communications, organize files and archives;
- Support the Project Management Unit (PMU) in the management of the project accounting system and cash operations as well as financial basic operations;
- Prepare monthly financial statements, organize payment and record all supporting documents for project expenses;



This project is funded  
by the European Union



- Prepare elaborate/ assist the PMU in the implementation of the Socio-economic diagnosis, work plan redaction and reporting
- Collaborate/ assist the capacity building component of the program addressed to the Libyan technicians, associations of women and group of producers;
- Act as tutor for the Libyan technicians/ stakeholders for the “distance learning” sessions and remote technical assistance activities of the program;
- Collaborate/assist the follow up of the women/men farmers associations supported by the program and facilitate the creation of new ones;
- Collaborate to the setting up, and follow up, of new economic groups of producers inside Libya;
- Participate to the economic analysis of possible actions for associations/economic groups of producers;
- Follow and report to the program manager, the activity monitoring system of the program;
- Participate to the preparation of the periodical program work plans of activities;
- Prepare and consolidate simple financial statements;
- Classify financial documents and prepare the necessary conditions to facilitate project audits;
- Organize/ support the missions in Libya of the CIHEAM Bari experts in short missions as well as study tour in Italy of Libyan beneficiaries;
- Accomplish any other task upon demand of the International Project Coordinator, within his/her capacities and skills with regard to the position;
- Fulfill CIHEAM Bari administrative rules and financial regulation as well as ethical clauses.
- Perform other duties as required.

## **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:

2.1.1 Libyan nationality ;

2.1.2 Mother tongue Arabic;

2.1.3 Bachelor’s Degree in economy, Administration and Organization, Business Management, Finance or related fields. In alternative: Accountant or ICT or Agriculture economics diploma;

2.1.4 English written and spoken (B2 Level - Common European Framework of Reference);

2.1.5 Knowledge of the MS Office applications, Internet and office technology equipment.



This project is funded  
by the European Union



## 2.2 Preferred requirements:

- 2.2.1. Italian language is considered as an asset;
- 2.2.2. Previous experience in non-governmental organizations or as volunteer in development programmes;
- 2.2.3. Previous experience in data management through electronic spreadsheet software;
- 2.2.4 Previous experience in agricultural extension services and animation in rural communities;

## 3. Application Procedure

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.

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

The application should include:

- Signed motivation letter in English (maximum 1 page)
- Signed Curriculum vitae in English (Europass format, Candidates are demanded to clearly insert place and date of birth as well as actual residence in the CV);
- 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.: 64/2022/LIB-JPA/Coop.Ita. - Application for "JUNIOR PROJECT ASSISTANT"**.

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.



This project is funded  
by the European Union



#### **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
- ✓ 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.



This project is funded  
by the European Union



## **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 will be 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.

## **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.