



**CIHEAM  
BARI**

## **Vacancy announcement**

### **n. 1 JUNIOR FIELD COORDINATOR** **Development Cooperation Programme: “Enhancing Farming Employment of migrants in Fezzan (EFEF)”**

**Reference code: Ref. n.: 30/2021/LIB-EFEF**

<b>Duty station :</b>	Sebha, Libya (with regular travels to Tripoli)
<b>Application Deadline:</b>	10 December 2021 (Midnight Tripoli, Libya)
<b>Type of Contract :</b>	Full time, Non-permanent Contract
<b>Nationality:</b>	Libyan
<b>Languages Required :</b>	Arabic and English
<b>Starting Date:</b>	December 2021
<b>Duration of Initial Contract:</b>	5 months, renewable based on the launch of a new phase of project implementation and availability of funds for the position

#### **Background**

The Mediterranean Agronomic Institute of Bari (CIHEAM Bari) 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. In conformity with the statute of the organisation, CIHEAM Bari announces a vacancy for the position of n.1 Field Coordinator in the framework of the EFEF Project.

The purpose of the Project is to support the revival of the agricultural sector and the promotion of self-entrepreneurship in agriculture through the transfer of skills and knowledge to farmers in Fezzan alongside the provision of machineries in order to ensure the quantitative and qualitative improvement of agricultural productions, the improvement of the agricultural labour market and therefore an increase in employment opportunities for the local population and migrants, with a special focus on youth as being the most exposed to the risk of undertaking irregular migration. The project is funded by the Italian Ministry of Foreign Affairs and International Cooperation (Directorate General for Italian Citizens Abroad and Migration Policies) through the Migration Fund and it is implemented by CIHEAM Bari with international and national partners from the local institutions and the Civil Society.

The project duration of the first phase is 9 months and will be implemented in Sebha Region. The target groups of the project are farmers and agro-food entrepreneurs as well as the local agricultural labor force in Sebha region.

A locally-based project team will be tasked to organize and oversee implementation of specific activities of the project. The local project team will, initially be composed of a project field coordinator assigned by CIHEAM Bari and staff of the partner organizations, particularly the CSO Ara Pacis Initiative and the University of Sebha. The locally-based project team will be administratively and operationally supported by a Project Coordinator, based in Tripoli and/or Tunis and will work in close cooperation and coordination with relevant local authorities. The work of the local project team will be further supported with CIHEAM Bari short-term experts in presence or by remote, who will be assigned specific tasks within project activities.

## **Duties and Responsibilities**

The key functions (KF) of the project field coordinator will include the following:

- KF1: Coordination of project activities and project partner team members in the Sebha region
- KF2: Monitoring of project activities and expected results
- KF3: Office and Petty cash management

The project field coordinator will perform the following activities to achieve the key functions:

### **Key Function n. 1**

#### ***Expected Result***

- Coordination of project activities and project partner team members in the region

#### ***Task and Duties***

- To coordinate the project partner team members and relations.
- To coordinate the relations between the project and involved organizations and institutions
- To provide technical and administrative guidance and support to all project team members.
- To facilitate and organize meetings and events regarding project activities
- To develop a proper archiving system for the project-related reporting and correspondence

### **Key Function n.2**

#### ***Expected Result***

- Monitoring of project activities and reporting

#### ***Task and Duties***

- To prepare monthly Reports by collating required information and inputs from each project partner, following up on comments of the involved organizations and deliver them to the Project coordinator
- To prepare other *ad hoc* reports and presentations commissioned by the Project Coordinator with a high quality
- To monitor the project's assumptions constantly and assess the risks and propose revisions in the action plan, when needed,

- To monitor the bottlenecks, problems, unexpected deviations and possible delays constantly and propose revisions in the action plan if necessary

### **Key Function n. 3**

#### ***Expected Result***

- Office and petty cash management

#### ***Task and Duties***

- To Manage financial resources as planned and disbursed efficiently and effectively as per the approved time plans and resource schedules, through accountancy formats and templates
- The incumbent will report to the Project Coordinator and will work in close coordination and collaboration with the project partner organizations and fulfil additional tasks as required by the Project Coordinator.

#### **Other Considerations:**

Incumbent will be duty-stationed in Sebha. An office may be made available by the project partner.

## **COMPETENCIES**

### **Functional Competencies**

- Good knowledge of project cycle management,
- Demonstrates strong management and coordination skills,
- Promotes team work, contributes towards building team consensus,
- Builds strong relationships with partners in the civil society and local institutions, focuses on impact and result and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Good teamwork and leadership skills
- Demonstrates openness to change and ability to manage complexities

### **Personal skills**

- Sharing of key humanitarian values
- Analytical approach
- Maturity, management skills and people skills
- Autonomous
- Sociable and approachable
- Organizational skills
- Energetic and tenacious

## **REQUIREMENTS**

### **Education:**

- University degree in political science, economy, business administration or a relevant field. Advanced degree(s) in agricultural economy or a related field is an asset.
- Excellent command of office software, such as word processors, spreadsheets, databases.

**Experience:**

- Minimum 2 years of professional experience in management and coordination of multi-disciplinary teams.
- Proven hands-on experience in implementation, monitoring and evaluation of development cooperation projects is an asset.

**Language Requirements:**

- Proficiency in the Arabic Language;
- Good command of written and spoken English.

Proficiency in the Italian Language is an asset.

**APPLICATION PROCEDURE**

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).

Applicants are requested to specify the following reference code in the email subject:

**Ref. n.: 30/2021/LIB-EFEF "Application for Junior Field Coordinator (EFEF)".**

Applications without the above reference will be excluded from the selection.

The application should 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.
- Personal data treatment statement 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 balance staff.

The applicants should 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 the application.

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

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.

**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 any essential document as per application procedure.

### **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:

- *Qualifications (Max 40 points):*

Assessment of education, professional experience and competencies, and possession of essential and preferred requirements as indicated in the documentation submitted by the candidate, will be carried out according to the below parameters:

- Education – up to 15 points
- Language skills – up to 15 points
- Assessment of professional experiences – up to 10 points.

- *Interview (Max 60 points):*

Only candidates scoring a minimum of 30 points under essential and preferred 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). 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.

The CIHEAM Bari will assess the candidate according its own rules and Regulations. Such assessment will be based on *intuitus personae* since they are assignments falling within the type of performance of intellectual work.

### **RESULTS OF THE SELECTION**

The candidate with the highest score in the total 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.

Due to essential service reasons, the winner of this selection notice must take up service in Sebha (Libya) not later than 1 week from the formal assignment.

**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.

Remuneration will be paid in local currency and it will include duties, social security, and any kind of further tax charge. CIHEAM permanent and non permanent staff are expected to adhere to code of ethics and conduct of CIHEAM Bari that reflects the commitments to the fundamental

values of the Organization.

### **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.

### **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 forcing the consultant to suspend his/her work or to shift to smart working, the remuneration will be commensurate accordingly.