



PROFESSIONAL VACANCY ANNOUNCEMENT

n. 1 Procurement Officer

**Development Cooperation Programme:
“ENHANCING FARMING EMPLOYMENT OF MIGRANTS IN FEZZAN, LIBYA” / EFEF - Plus**

Reference Code: Ref. n.: 01/V/2023

Date of publication: 17/01/2023

Deadline for application: 17/02/2023

Position: Procurement Officer (PO)

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

Duty station: CIHEAM Bari HQs. Short monitoring/evaluation missions at Tunis and Tripoli on request.

Duration of assignment: initial contract of 3 months, with possibility of extension for the entire project duration (24 months)– including a three-month probation period –based on availability of funds and satisfactory performance.

Starting period: at the end of the recruitment process.

Project title: “Enhancing Farming Employment of Migrants In Fezzan, Libya” (EFEF PLUS)

BACKGROUND

CIHEAM Bari intends to select a Procurement Officer for the Project EFEF Plus in Libya funded by the Directorate General for Italians Abroad and Migration Policies of the Italian Ministry of Foreign Affairs and International Cooperation through the Migration Fund. 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 the administrative management of the financial contribution, granted and managed in accordance with its own regulations, rules and provisions.

The purpose of the Project is to support the revival of the agricultural sector and the promotion 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.

1. TERMS OF REFERENCES

During the performance of the assignment, the Procurement Officer (PO) will constantly interface with the management of CIHEAM Bari and / or with the management delegates authorized to do so, as well as with local/institutional partners, in order to ensure:

- Work under the guidance of the Project Manager in implementing all aspects of procurement under the project.
- Ensure full compliance of assigned procurement activities with CIHEAM Bari rules as well as internationally recognized procurement standards and fundamental principles (best value for money, fairness, integrity, and transparency, effective competition, interest of the contractor).
- Develop a procurement plan for supplies, works, and services under the project, and update the Plan as and when needed (at least annually).
- Assist CIHEAM Bari to prepare invitation for bids/ prequalification, request for expressions of interest, bidding/ prequalification documents, request for proposals, evaluation reports, contracts, and other documents concerning procurement of goods, works, consultants' services.
- Provide operational advice on concepts, policies, and procedures for international and local procurement matters.
- Closely monitor procurement activities in reference to the Procurement Plan timeline and the procurement approval process and bring any slippage of activities immediately to the attention of the Project Manager.
- Prepare quarterly report on procurement status and procurement risk mitigation framework and arrange documents submission to the Donor.
- Assist CIHEAM Bari in reviewing project implementation technical and financial reports, as appropriate.
- Assist in preparing TORs and associated documents for other consultants, as appropriate.
- Any other task assigned by the project management
- Anything else deemed as necessary to ensure the proper performance of the activities set out in the operational plan, as well as the full achievement of the expected results.

2. GENERAL REQUIRED QUALIFICATIONS AND SKILLS

Applicant must satisfy the following requirements on the closing date for submission of application:

I. Essential requirements

- Bachelor's Degree in Economy or Administration and Organization or Business Management or Finance or Law or related fields.
- Professional experience as Procurement Specialist or have had responsibilities with a substantial content of his/her position in the procurement area (use of internationally accepted contract documents for works, goods and services; sound understanding of principles underlying good procurement practices and international agencies' procurement guidelines; understanding of Donor's procurement Rule/Act; analytical capability in identifying and resolving procurement issues).

- Specialized knowledge of and significant experience in substantive areas/aspects of procurement (e.g. procurement of supplies; selection/contracting of consultant services; preparation of bidding/contract documents for the international procurement of supplies, works, services; public procurement policies; practices).
- Strong communication skills in presenting, discussing and resolving complex issues. Ability to work efficiently and effectively in a multidisciplinary and multi-cultural team.
- To ensure impartiality, the consultant must not be in any way be affiliated with business entities that are currently providing or are seeking to provide supplies or services to the project.
- Fluency in written and spoken Italian and English
- Proficiency in the use of Microsoft Office applications.
- Good report preparation skills and experience.

II. Preferred requirements

Technical competencies

- i. At least two (2) years of proven professional experience in the procurement field specifically, in developing tender specifications, minimum requirements and ensuring legally compliant procedural steps for the launch, evaluation, award and implementation of procurement procedures;
- ii. knowledge of EU public procurement rules as applicable to the EU Institutions and Agencies;
- iii. Experience in cooperating with other offices/department within the organization in a multidisciplinary mode in the fields of procurement, budget issues and coordinating complex planning exercises and/or horizontal joint effort activities;
- iv. Proven experience in providing concise information and advice on procurement and contract management issues to inform management decision making

Behavioural competencies

- i. Communication: Strong ability to communicate clearly and effectively in both spoken and written Italian and English;
- ii. Negotiating: Ability to negotiate skilfully in tough situations with both internal and external groups;
- iii. Working with others: Ability to work with others harmoniously and towards a common goal to obtain best results in the interest of the Organization;
- iv. Analysis and problem solving: Ability to identify the critical facts in difficult issues and develop creative and practical solutions;
- v. Drive for Results: Ability to take personal responsibility and initiative for delivering high quality work.

3. APPLICATION PROCEDURE

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

The application deadline is on **17/02/2023 at 23:59**. Applicants are requested to specify the following reference code in the email subject: *Ref. n. 01/V/2023.- Application for Procurement Officer*.

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 (page with photo only).
- Statement “Information about collecting, storing and processing Personal Data” 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 achieving a 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 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 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.

4. EXCLUSION FROM SELECTION PROCEDURES

Applications containing the following defects will not be considered:

- Applications lacking any of the essential 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 a Commission, which meets the 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:

- Qualifications (Max 40 points): Assessment of education, professional experience, 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.

- 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 e-mail 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. 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

The winner is the applicant with the highest score in the total ranking and will be informed accordingly. In the event of withdrawal by the winning candidate or early termination of the contract, the Organisation 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.

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

- Recent extract from criminal records.
- Scanned copy of valid passport (at least 6 months).
- Registration in 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.

Due to essential service reasons, the winner of this selection notice must take up service not later than 1 month from the selection notification. In case the availability is not granted, CIHEAM Bari reserves the right to appoint another candidate from ranking list.

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, and any additional tax charge. Approved remuneration will not exceed similar position pay scale levels within other Intergovernmental Organisations. 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 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 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, whereas deemed necessary. CIHEAM Bari may not go through the assignment procedure also for discretionary reasons. This assignment is not a permanent job within the CIHEAM Bari or the project itself, is strictly based on project funds availability and is subject to periodical monitoring. If force majeure obliges the consultant working mostly in Italy, the remuneration will be proportionated accordingly.