



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.: 47/2022/LIB-JFM/Coop.Ita.

Date of publication: 17/05/2022

Deadline for application: 13/06/2022

Position: JUNIOR FINANCIAL MANAGER

Job Type: Consultant (non-permanent contract).

Duty station: Italy

Duration of assignment: 24 months.

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



This project is funded
by the European Union



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:

- 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.

TERMS OF REFERENCE

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

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.

Duration: 24 months – including a three-months probation period – due to availability of funds and satisfactory performance.

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

Line Manager: CIHEAM Bari Project Financial Manager

1. KEY FUNCTIONS

JUNIOR FINANCIAL MANAGER

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

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

1. Initiate and coordinate the assigned activities to ensure timely and effective delivery of the expected outputs;
2. Draw up overall/annual work plans;
3. Fulfil progress and financial reporting obligations, both external for the AICS and internal for CIHEAM Bari;
4. Support the activities of the international experts in short mission in loco;
5. Set up the ToRs with the Technical Coordinator for international experts in short mission;
6. Fulfil the CIHEAM Bari administrative and financial rules as well as its ethical clauses;
7. Support the organisation, supervision, and daily monitoring of the approved Work Plan's implementation coordinated with Bari's CIHEAM headquarters;



This project is funded
by the European Union



8. Support the preparation of the annual and final financial reports; in any other financial reporting task and during the Audit procedures (internal and external);
9. Provide overall financial support to the Project Management Unit (P.M.U.), including preparing technical documents and reports;
10. Provide support to the tender evaluation committees, monitor the execution and closure of contracts, and coordinate any related documentation preparation;
11. Support the P.M.U. during internal and external audit/evaluation missions;
12. In collaboration with CIHEAM Bari HQ and the Administrative Office of AICS Tunis, ensure maximum publicity of the tender documents on the CIHEAM Bari institutional website, whereas applicable;
13. Ensure proper administrative implementation of the sub-delegation agreement with the application of the E.U. financial instrument of reference and the accounting procedures required;
14. 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 University degree in Economic or equivalent Certificate of Higher Education or Diploma of Higher Education (level 5/6 European Qualification Framework E.Q.F.);
- 2.1.2 At least 3 years of relevant professional experience working with international organisations, aid bodies in operational management/procurement/finance and administrative position;
- 2.1.3 Fluency in written and spoken English (C1 Level - Common European Framework of Reference);
- 2.1.4 Proficiency in the use of Microsoft Office applications.

2.2 Preferred requirements:

- 2.2.1. Mother tongue Italian;
- 2.2.2 High University degree (PhD or other Higher Education Courses) additional to the minimum requirements indicated in point 2.1.2 above;
- 2.2.3 Previous highly qualified professional experiences in managing international projects in MENA/WANA regions;



This project is funded
by the European Union



2.2.4 Knowledge of rules, regulations and procedures in use by the E.U. (e.g. reporting obligations; PRAG) in developing countries with international organisations;

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.

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 should include:

- Signed motivation letter in English (maximum 1 page)
- Signed Curriculum vitae in English (Europass format);
- 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.: 47/2022/LIB-JFM/Coop.Ita. "Application for Junior Financial Manager"**.

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.

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;



This project is funded
by the European Union



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

5.2 Interview (Max 60 points)

Only candidates scoring a minimum of 30 points under Preferred Requirements (comprised of art. 2.2.1, to art. 2.2.3) 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.

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



This project is funded
by the European Union



financial resources are available.

In the event of equal scoring, the youngest candidate will be preferred.

The ranking list is 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.