



PROFESSIONAL VACANCY ANNOUNCEMENT

No 1 Junior Administrative Assistant

Project: *“Strengthening local Administrations in North East Syria to support rural communities - R.A.L.N.E.S.”*

Reference Code: *Ref. no 08/V/2023*

Date of publication: *06/02/2023*

Deadline for application: *06/03/2023*

Position: no 1 **JUNIOR ADMINISTRATIVE ASSISTANT**

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

Duty station: *Italy (CIHEAM Bari HQs)*

Duration of assignment: *initial contract of 9 months including a 3 months probation period.*

Starting period: *at the end of the recruitment process*

Project: *“Strengthening local Administrations in North East Syria to support rural communities - R.A.L.N.E.S.”*

PROGRAMME DESCRIPTION

CIHEAM Bari intends to select a junior administrative assistant in the frame of the project RALNES funded by the Italian Ministry of Foreign Affairs and International Cooperation through the Italian Agency for Development Cooperation.

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 under its regulations, rules, and provisions. The project will contribute to increase the inter-ethnic dialogue between the majority - Arab communities and with the other minority ethnics and the Kurdish administrations that control great part of North East Syria. The project will facilitate the dialogue because it will increase the services (agricultural, veterinary and extension) made by the Kurds administrations in favour of the rural Arabs, as well as, the Kurds administration will be involved in the distributions of inputs to beneficiaries.

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, they 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 of assignment: initial contract of 9 months including a 3-months probation period.

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

Line Manager: CIHEAM Bari Project Coordinator.

1. KEY FUNCTIONS

JUNIOR ADMINISTRATIVE ASSISTANT

During the performance of the assignment, the junior administrative assistant will provide all types of direct and concrete technical and logistical support for all technical and operational project activities.

In particular, this figure will perform the following tasks:

- To support the project coordination unit in fulfilling its tasks and duties.
- To establish and maintain relations and act as a key point of contact between CIHEAM Bari and the project coordination unit to ensure that all programming, financial and administrative matters related to the project are managed in a transparent, timely and efficient manner under the rules and regulations established by CIHEAM Bari.
- Identify any support and advice required for project management, planning and control.
- Support the Project Coordinator in ensuring the timely preparation and compilation of annual/quarterly work plans and their submission to CIHEAM Bari as required.
- To archive all technical and administrative documents.
- In coordination with the project coordination unit, prepare budget estimates for all project activities, training/workshops/seminars;
- In coordination with the Project Coordinator, follow the necessary administrative procedures to pay international staff and prepare a procurement plan.
- To draw up the terms of reference (TORs) for experts.
- To support the project coordinator in guiding and directing the efforts and contributions of consultants and staff involved in achieving the project objectives.
- To support the Project Coordination Unit in managing the transfer of project deliverables, documents, files, and materials under CIHEAM Bari standards procedures.
- To support the International Coordinator, the Italian experts, and the local experts in the execution of their tasks by ensuring the flow of information and checking the receipt of information by email, fax, letter, and telephone.
- Draft and send correspondence authorised by the project coordinator (fax, e-mail, etc.) and minutes of meetings.
- Approval and review of experts deliverables.
- Ensured the necessary translations, proofreading of layouts, monitoring work for printed material, participation of any working groups in activities and updates of

formats.

- Public relations, secretariat and reception at seminars, initiatives of all kinds and/or workshops organised by the project in Italy and/or abroad.
- Review the technical and computer print material that the project will produce.
- To carry out any other tasks assigned by the project coordinator within the limits of their abilities and skills concerning the position held.
- To perform other assistance activities and tasks as requested by CIHEAM-Bari within the limits of their capacities and skills concerning the position held.

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:

- University degree in International Relations, Business Administration or similar subjects.
- Fluency in written and spoken English (C1 Level - Common European Framework of Reference).
- Professional experience of at least 1 year in planning and managing projects financed by the Italian Cooperation and/or the EU Commission.
- Knowledge of international regulatory instruments on development aid and general and sectorial guidelines of Italian cooperation.
- Previous work experience relating to development cooperation initiatives.

2.2 Preferred requirements:

- Organisational and management skills.
- Autonomy, sense of responsibility and spirit of initiative.
- Ability to establish and maintain constructive interpersonal relationships with the counterpart, the Donor, as well as with the beneficiaries and the Italian partner institutions.
- Social skills related to adaptation, flexibility, and responsiveness.
- Ability to elaborate and draw up technical reports, work plans and other technical-financial documentation in English.
- Command of Italian and English and good skills in elaborating and drafting technical reports and detailed reports on the project progress, as well as press releases and bulletins for communication and visibility activities.
- Strong skills in teamwork.
- Strong analytical and evaluation skills (gathering and evaluating data, managing information effectively, identifying alternatives and solutions, and understanding complex reports).
- Strong skills of managing stress and complex situations.

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 shall 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.

The application deadline is **06/03/2023 at 23:59**. Applicants are requested to specify the following reference code in the email subject: **Ref. no 08/V/2023 "Application for Junior Administrative Assistant"**.

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

Qualified female applicants are encouraged to apply for this position as CIHEAM Bari cares for an inclusive working environment and is committed to achieving a gender balanced 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. 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 eligibility requirements.
- Applications received after the deadline reported in this announcement.
- Application documents that are not signed.
- Applications 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. 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 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.

5.2 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).

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.

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 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.

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:

- 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.

7. CONTRACT AND REMUNERATION

Contract will be issued and signed once all items listed in chapter 6 are fulfilled.

Salary, allowances, and other conditions are subject to the 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 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.

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

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 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.

9. 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 return to Italy, the remuneration will be commensurate accordingly.