



PROFESSIONAL VACANCY ANNOUNCEMENT

No 1 Junior Project Assistant

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

Reference Code: *Ref. no 07/V/2023*

Date of publication: *06/02/2023*

Deadline for application: *06/03/2023*

Position: n. 1 **JUNIOR PROJECT ASSISTANT (Expatriate)**

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

Duty station: *Gaziantep (Turkey) - Beirut (Lebanon)*

Duration of assignment: *6 months, renewable*

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 project assistant in the frame of the RALNES project 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 Kurd administrations in favour of

the rural Arabs, as well as, the Kurd administration will be involved in the distributions of inputs to beneficiaries.

TERMS OF REFERENCE

Duty station: Gaziantep (Turkey) - Beirut (Lebanon)

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: 6 months – including a three-months probation period – renewable according to availability of funds and satisfactory performance until the end of the project (December 2024).

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

Line Manager: CIHEAM Bari Project Coordinator

1. KEY FUNCTIONS

JUNIOR PROJECT ASSISTANT

Under the overall supervision of the CIHEAM Bari Project Coordinator 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, they will perform the following tasks:

- Ensuring assisting the project coordinator in managing the project office in Gaziantep and Beirut and the management of the communication network, organising communications, organise files and archives;
- Preparing the technical reports, in collaboration with the PMU and under the supervision of the Project Coordinator;
- Collaborating/preparing the visibility materials, programme website, in collaboration with the PMU and under the supervision of the project Coordinator and according to AICS guidelines;
- Supporting/assisting the Project Management Unit (PMU) in the project activities implementation, and basic market analysis, research and procurement;
- Elaborating/assisting the PMU in implementing the socio-economic analysis/diagnosis, work plan redaction and reporting;
- Collaborating/assisting the capacity-building and remote technical assistance (RTA) component of the program addressed to the local technicians, associations of women and producers;
- Acting as a tutor for the local technicians/stakeholders for the “distance learning” sessions and remote technical assistance activities of the program;
- Participating in the preparation of the periodical program work plans of activities;
- Organising/supporting the missions in loco of the international experts in Gaziantep and Beirut;
- Accomplishing any other task upon demand of the International Project Coordinator

- within their capacities and skills concerning the position;
- Fulfilling the CIHEAM Bari administrative rules and financial regulations as well as ethical clauses.
- Performing other duties as required by the project coordinator.

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:

- Bachelor's Degree in Agriculture, Administration and Organization, Business Management, or related fields.
- English written and spoken (C1 Level - Common European Framework of Reference).
- Knowledge of MS Office applications, Internet, and office technology equipment.

2.2 Preferred requirements:

- The Italian language is considered as an asset.
- Previous experience in non-governmental organisations or as a volunteer in development programmes.
- Previous experience in data management through electronic spreadsheet software.
- Previous experience in agricultural extension services and animation in rural communities.

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 07/V/2023 "Application for Junior Project 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 caters 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:

- 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.

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.