



PROFESSIONAL VACANCY ANNOUNCEMENT

No 1 Project Assistant

Project: "Improvement of food safety standards along the Albanian chains of typical local products"

Reference Code: **Ref. no 09/V/2023**

Date of publication: 07/02/2023

Deadline for application: 07/03/2023

Position: Project Assistant

Job Type: Consultant (non-permanent contract)

Duty station: Albania

Duration of assignment: initial contract of 9 months – including a three-months probation period – with the possibility of extension for the entire project duration, based on the availability of funds and satisfactory performance.

Starting period: at the end of the recruitment process

Project title: "Improvement of food safety standards along the Albanian chains of typical local products"

PROGRAMME DESCRIPTION

CIHEAM Bari intends to select a project assistant in the framework of the project "***Improvement of food safety standards along the Albanian chains of typical local products***" 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 general objective of the initiative is: "The food safety standards of the Albanian supply chains have been improved". The specific objective is: "The Albanian authorities have strengthened

their ability to support the processing of typical local products with better quality and safety standards”.

TERMS OF REFERENCE

Duty station: Albania

Contract and Remuneration: salary, benefits and other conditions are offered under the CIHEAM Bari rules and regulations and 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.

Project duration: 36 months

Duration: initial contract of 9 months – including a three-months probation period – with the possibility of extension for the entire project duration, based on the availability of funds and satisfactory performance.

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

Line Manager: CIHEAM Bari Project Coordinator

1. KEY FUNCTIONS

PROJECT ASSISTANT

During the performance of the assignment, the project assistant will constantly interface with the management of CIHEAM Bari and/or with the authorised delegates, as well as with local institutional partners, to:

- Ensure the management of the project office in Albania and the management of the communication network, organize communications, organize files and archives.
- Support the Project Management Unit (PMU) in the management of the project accounting system and cash operations as well as financial basic operations;
- Prepare monthly financial statements, organize payment and record all supporting documents for project expenses;
- Prepare elaborate/assist the PMU in the implementation of the socio-economic diagnosis, work plan redaction and reporting.
- Collaborate/assist the capacity building component of the program addressed to the local technicians, associations of women and group of producers.
- Act as tutor for the local technicians/stakeholders for the “distance learning” sessions and remote technical assistance activities of the program.
- Participate to the preparation of the periodical program work plans of activities.
- Prepare and consolidate simple financial statements.
- Classify financial documents and prepare the necessary conditions to facilitate project audits.
- Organize/support the missions in loco of the experts as well as study tour in Italy of local beneficiaries.
- Accomplish any other task upon demand of the International Project Coordinator, within his/her capacities and skills regarding the position.
- Fulfil the CIHEAM Bari administrative rules and financial regulation as well as ethical clauses.

- Perform other duties as required.
- Participate in the six-monthly monitoring meetings that will be held at CIHEAM Bari headquarters in Italy.

2. QUALIFICATIONS AND SKILLS REQUIRED

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 the MS Office applications, Internet and office technology equipment.

2.2 Preferred requirements:

- Italian language is considered as an asset.
- Previous experience in non-governmental organizations or as 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 deadline is 07/03/2023 at 23:59.

Applicants are requested to specify the following reference code in the email subject: **Ref. no 09/V/2023 "Application for Project Assistant"**. 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.
- 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 caters for an inclusive working environment and 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 eligibility requirements.
- Applications received after the deadline reported in this announcement.
- Application documents that 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. 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 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.

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).
- CIHEAM Bari health questionnaire, completed in every required field.
- 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 formal assignment. In case of 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 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.

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. 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 and is subject to periodical monitoring. If force majeure obliges the consultant to return to Italy, the remuneration will be proportionate accordingly.