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## PROFESSIONAL VACANCY ANNOUNCEMENT

### N. 1 Junior Technical Assistant

**Programme: Framework contract FW-00131084 for “Service Facility in Support of the Global Approach in Research and Innovation”**

**Reference Code: Ref. n. 12/V/2023**

**Date of publication: 11/05/2023**

**Deadline for application: 26/05/2023**

**Position: n. 1 Junior Technical Assistant**

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

**Duty station: CIHEAM Bari, Valenzano**

**Duration of assignment: initial contract of 7 months, renewable**

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

**Programme: Framework contract FW-00131084 for Service Facility in Support of the Global Approach in Research and Innovation of the European Commission.**

### PROGRAMME DESCRIPTION

CIHEAM Bari is part of the Consortium led by DLR (DEUTSCHES ZENTRUM FÜR LUFT - UND RAUMFAHRT EV) Germany for the implementation of the Framework Contract For Services “Service Facility in Support of the Global Approach in Research and Innovation” RTD-2022-OP-000 (contract FW-00131084).

CIHEAM Bari is particularly involved in:

- 1. Specific Contract GSF-12-ESDA - “European Science Diplomacy Agenda”** in with the following activities support the European Commission:
  - Task 1: Technical support to the development of a framework for European Science Diplomacy
  - Task 2: Technical support to the EU Science Diplomacy Alliance
  - Task 3: Implementation of Science Diplomacy Demonstrator Projects. The contractors support the European Commission, the Steering Team for ESDA development, the European Science Diplomacy Alliance, EU Delegations and the stakeholder community in Europe and worldwide.

**2. Specific Contract GSF-04-UFM 2 “Support to the Union for the Mediterranean Policy Dialogue on R&I and Coordination along the implementation of the R&I Roadmaps on the three Priorities: Health, Climate Change and Renewable energies”.** The objective of this service offer is to support the work of the UfM R&I platform and bureau towards the execution of the implementing plan:

- Task 1: Integration of needed actions into existing programmes
- Task 2: Stakeholders’ Communication and coordination R&I platform in the region
- Task 3: Monitoring and Evaluation and Learning (MEL).

## **TERMS OF REFERENCE**

**Duty station:** Valenzano (Bari)

**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 qualifications and level of competence, concerning the responsibilities and specific tasks that the successful candidate will be required to perform.

**Duration:** initial contract of 7 months – including a 2-months probation period – based on availability of funds and satisfactory performance. The contract is renewable, with possibility of extension for the entire project duration.

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

**Line Manager:** CIHEAM Bari Project Manager.

## **1. KEY FUNCTIONS**

### **JUNIOR TECHNICAL ASSISTANT**

Under the supervision of the CIHEAM Bari Project Manager, the Junior technical assistant will support in presence and in remote the correct implementation of the assigned activities and reporting of the Programme implementation. In particular, she/he will perform the following tasks:

*For GSF-04-UFM 2:*

- Drafting of online survey and analysis of the results for capacity building needs, the ongoing R&I and policy actions as per the roadmaps already in implementation, potential synergies and gaps with Funding Programmes and National Funding Agencies;
- Data collection, note taking.

*For GSF-12-ESDA:*

Assist the CIHEAM Bari Project Manager in the implementation of the activities of Demonstrator Project #1 dealing with ENP in particular:

- Support the organization of physical events, such as round tables, workshops, and training courses;
- Dissemination and exploitation of the Demonstrator Project # 1.

## 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:

- 2.1.1 University degree in International Relations or related fields (level 5 European Qualification Framework E.Q.F.);
- 2.1.2 At least 1 year of relevant professional experience with international cooperation ;
- 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 Previous professional experience in Service Facility contracts;
- 2.2.2 Knowledge of technical surveys, note taking;
- 2.2.3 Fluency in the Italian and French language.

## 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](mailto:cv@iamb.it). The application should include:

- Motivation letter in English (maximum 1 page), 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.

Applicants are requested to specify the following reference code in the email subject: **Ref. n. 12/V/2023 “Application for Junior Technical Assistant”**. Applications without the above reference will be excluded from the selection.

Applicants should also provide a valid telephone number and email address for communications, and timely notify CIHEAM Bari of any relevant change after submitting the application.

Please note that only complete applications received within the deadline will be accepted and considered. 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 indications 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. Qualified female applicants are encouraged to apply for this position as CIHEAM caters for an inclusive working environment and is committed to achieve gender-balanced staff.

#### **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;
- 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 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 candidates' requirements for autonomy and impartiality. The Commission assesses the 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 following parameters:

- ✓ Education – up to 10 points
- ✓ Language skills – up to 10 points
- ✓ Assessment of professional experiences – up to 20 points

##### **5.2 Interview (Max 60 points)**

Only candidates scoring a minimum of 30 points under essential and preferred requirements (comprised of art. 2) will be shortlisted 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 aforementioned task, the relevant language skills required and any other competencies deemed necessary to assess the candidate's profile in relation to the position. 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 assignments will be formalized in accordance with CIHEAM Bari regulations after approval of the CV of the eligible candidate by the CIHEAM Bari Director.

#### **6. RESULTS OF THE SELECTION**

The candidate who achieves the highest score in the ranking list is considered to be successful and will be informed accordingly. In case of an offer decline by the successful candidate or early termination of the contract, the office reserves the right to appoint another candidate from the ranking list - depending on

availability of funds . Whether two or more candidates obtain the same score, the youngest candidate will be preferred. The ranking list is published on CIHEAM Bari website. Due to essential service reasons, the successful candidate must commence the role no later than 1 month from the publication of the ranking list on CIHEAM Bari website. In case the working availability is not granted, the office reserves the right to appoint another candidate from the ranking list.

## **7. CONTRACT AND REMUNERATION**

Salary, allowance, indemnity and other conditions are subject to CIHEAM Bari rules and regulations; in particular, they will be set based on candidate professional seniority, specific professional qualification and level of competence and skills concerning the responsibilities and 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.

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 Core values.

An initial three-month probationary period will be granted, after which the appointment may be confirmed or withdrawn.

## **8. 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. 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. SPECIFICATIONS ON THE ASSIGNMENT**

CIHEAM Bari reserves the right to proceed with the assignment's formalisation only after the administrative and financial procedure for 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.