



VACANCY ANNOUNCEMENT

Recruitment of an Administrative Agent (B3, part-time) at the International Centre for Advanced Mediterranean Agronomic Studies, Mediterranean Agronomic Institute of Bari (CIHEAM -Bari)

Ref N°: 16/V/2023

Date of publication: 25 July 2023

Deadline for application: 25 August 2023

Position: **Administrative Manager** (Grade B3) Part-time (24 hours/week)

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

Starting date: 2 October 2023

Contract: open-ended contract, with a six-month probationary period

BACKGROUND

The Mediterranean Agronomic Institute of Bari (CIHEAM Bari, Italy) is one of the four institutes of the International Centre for Advanced Mediterranean Agronomic Studies (CIHEAM). CIHEAM is an intergovernmental organisation with a mandate for the development of activities in higher education, vocational training, research and cooperation. It was established in 1962 and is composed of thirteen Mediterranean Member States (Albania, Algeria, Egypt, France, Greece, Italy, Lebanon, Malta, Morocco, Portugal, Spain, Tunisia and Turkey). Its General Secretariat is based in Paris. CIHEAM's missions are to train agriculture executives from the Mediterranean countries, to carry out studies and research on Mediterranean agriculture within its international context, and to implement cooperation and development projects with the countries and actors of the Mediterranean region. CIHEAM Bari is a Centre for post-graduate training, applied scientific research and design of *in-loco* partnership actions within the framework of international cooperation programmes.

TERMS OF REFERENCE

In conformity with the Statute of the Organisation, CIHEAM Bari announces a vacancy for the position of n.1 Administrative Manager (Grade B3) Part-time (24 hours/week) at CIHEAM Bari, Valenzano (BARI), Italy.

The selected applicant will be granted the status of CIHEAM-Bari official as Administrative Agent, following the CIHEAM General Staff Regulations with an open-ended contract.

The contract starts with a six-month probationary period.

1. ROLES AND RESPONSIBILITIES

Under the overall supervision of the Director, the main role of the Administrative Agent is: **PROGRAMME OFFICER.**

Purpose of the job:

A programme officer assists the line manager in design, development, implementation and monitoring of multi-disciplinary programmes and projects, pertaining to the Organization's mandate.

Key Functions/Results:

- Support preparation for programmes/projects proposals, including communicating with program and research partners, maintaining timelines and documentation of activities.
- Support the project coordination and partner collaboration to ensure timely communication, information sharing, and project implementation.
- Assist in the preparation and monitoring of contractual agreements.
- Identify and contact potential grantees for funding.
- Assist to manage and monitor grants and prepare funding reports.
- Provide guidance and maintain frequent communications with program/project partners.
- Develop best practices to improve overall program performance.
- Assist in budget preparation and expense management activities for programs/projects.
- Identify and contact new program partners for national / international partnership.
- Plan and execute program activities in timely and accurate manner.
- Conduct program reviews and prepare reports for management.
- Identify and explore opportunities for cross-sectoral project proposals and technical assistance.
- Coordinate and support work planning, budgeting, and reporting.
- Participate and represent CIHEAM Bari in working groups, meetings, seminars and conferences.
- Perform other related duties as required.

2. QUALIFICATIONS AND SKILLS REQUIRED

Minimum Requirements

- High school diploma. Additional qualifications and certificates will be appreciated.
- A minimum of 5 years of experience implementing and/or managing international agri-food and rural development programs, preferably EC funded supported projects.
- A minimum of 5 years of experience in projects planning and design.
- Demonstrated ability to work effectively and ethically in international settings with multi-cultural teams on technical and administrative project issues.
- Good command of spoken and written English and French (CIHEAM's two working languages).

Competencies

- Ability to assist the management of diverse tasks and facilitate relationships among multiple parties.
- Demonstrated ability to multi-task and to respond to changing situations in a flexible manner.
- Expertise preparing thorough, well-written, and concise documents, conveying complex concepts in a clear and concise way.
- Ability to work and effectively communicate across operations, programs, project teams and stakeholders.
- Ability to work efficiently in a team environment as well as independently.
- Organizational skills and attention to detail.
- Good presentation skills.

- Ability to use discretion and high level of trustworthiness.

Technical Skills

- Knowledge of donor rules and regulations, with particular emphasis on EU programs.
- Deep knowledge and relevance of experience in project cycle management (PCM).
- Fair amount of knowledge and understanding of project planning, task scheduling, budgeting.
- Deep knowledge and relevance of experience in areas of international cooperation, rural development, sustainable agriculture, development issues.
- Ability to carry out call for proposals on research and/or cooperation, and to identify important issues, critically and analytically.
- Ability to write clear and concise reports and experience in drafting and reviewing complex texts and contracts.
- Demonstrated ability to communicate effectively with project partners, trainees and colleagues and build strong professional relationships and networks.
- Proven expertise facilitating collaborative work with diverse project partners engaged in complex projects.

Desirable Qualifications and Skills

- Additional educational and professional qualifications, as well as certificates relevant to the professional profile to be conferred.
- Proficiency in all programs in the Microsoft Office Suite; experience in other computer programs desired.
- Extent and relevance of experience with International Organizations.

3. APPLICATION PROCEDURE

All interested applicants shall submit the application, duly dated, and signed, in pdf format, to the following email address: recruitment@iamb.it

The application deadline is **25/08/2023**.

Applicants are requested to specify the following reference code in the email subject: “*Ref. n.: 16/V/2023*”.

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 or ID card.
- Statement “*Information about collecting, storing and processing Personal Data*”, duly signed for approval.

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.

The application file must be sent by email, using a maximum of 4 electronic .pdf files.

Please note that only complete applications received within the deadline will be accepted and considered. Before submitting the 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.

Qualified female applicants are encouraged to apply for this position as CIHEAM is careful to ensure an inclusive working environment, and committed to achieving a 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 reported in this announcement.
- Application documents 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 an International Commission, which meets the requirements for autonomy and impartiality.

Following CIHEAM Bari procedures and regulations, the Commission assesses the merits of applications. A shortlist will be created, and the selected applicants might be invited for an oral presentation of their file. The committee will deliver an opinion to the Director of CIHEAM Bari.

6. RESULTS OF THE SELECTION

The successful applicant will be informed accordingly. In the event of withdrawal by the applicant or early termination of the contract, the office reserves the right to appoint another applicant from the ranking list - if the necessary financial resources are available.

Please note that, in the event of successful selection, the successful applicant shall provide the following documents, failing which the contract cannot be concluded: the *CIHEAM Bari health questionnaire* completed in every required field.

7. CONTRACT AND REMUNERATION

The level of remuneration is determined in compliance with CIHEAM Bari's salary grid.

Salary, allowances, and other conditions are subject to 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. 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 on 5 July 2019 ("*Information Security and Personal Data Protection Policy*"), based on EU Regulation 679/2016 – "*General Data Protection Regulation*" including subsequent amendments.