



PROFESSIONAL VACANCY ANNOUNCEMENT

N. 1 International Project Coordinator

Project: “Institutional support to Albania in the agricultural and fisheries sector towards EU-accession - EU NEGOTIATION ALBANIA”

Reference Code: *Ref. n. 17/V/2023*

Date of publication: 4 September 2023

Deadline for application: 5 October 2023

Position: International Project Coordinator

Job Type: Consultant (non-permanent contract)

Duty station: Tirana (Albania)

Duration of assignment: initial contract of 4 months – including a one-month probation period – with the possibility of extension for the entire project duration, based on the availability of funds and satisfactory performance evaluation.

Starting period: end of the recruitment process

Project title: “Institutional support to Albania in the agricultural and fisheries sector towards EU-accession - EU NEGOTIATION ALBANIA”.

BACKGROUND

CIHEAM Bari intends to select an International Project Coordinator in the framework of the project “**EU NEGOTIATION ALBANIA**” funded by the Italian Ministry of Foreign Affairs and the International Cooperation through the Italian Agency for Development Cooperation.

The project aims to improve the socio-economic context of Albania and its positioning to meet the European integration policies of the Albanian agricultural rural development and fisheries sector. Specifically, it is expected that MARD capacity will be strengthened in the context of EU accession negotiations for Chapters 11 and 13, implementing a pilot intervention in the agricultural and fisheries sectors in accordance with the new CAP 2023-2027 and the Common Fisheries Policy. The project is in harmony with and builds on the results and activities of programmes included in the ongoing AICS Tirana Country framework.

As implementing agency of this project, CIHEAM Bari will be responsible for the development and coordination of all project activities, the preparation of the related documentation, reports' drafting on the state of implementation of the initiative, as well as administrative management of the financial contribution, granted and managed under the organisation regulations, rules, and provisions.

TERMS OF REFERENCE

Duty station: Tirana (Albania)

Contract and Remuneration: salary, benefits, and other conditions offered under CIHEAM Bari rules and regulations will be determined based on professional seniority, specific professional qualification and level of competence, considering the responsibilities and tasks that the successful candidate will be required to perform.

Project duration: 36 months

Duration of assignment: initial contract of 4 months – including a one-month probation period – with the possibility of extension for the entire project duration, based on the availability of funds and satisfactory performance evaluation.

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

Line Manager: CIHEAM Bari Head of Cooperation Area.

1. KEY FUNCTIONS

INTERNATIONAL PROJECT COORDINATOR

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

- Draft global and annual operational plans;
- Draft mid-term and final technical reports;
- Implement all planned activities;
- Manage administrative/accounting procedures and monthly dispatch of on-site expense receipts, under the procedures of CIHEAM Bari;
- Organise office work in person and (if necessary) remotely, activating and coordinating national and international experts on a short-term mission. The international coordinator will formulate relevant Terms of Reference;
- Arrange periodic coordination meetings with local counterparts and country contact person of CIHEAM Bari;
- Guarantee safety standards in compliance with the policies in force at CIHEAM Bari for

implementing activities;

- Interact with the CIHEAM Bari Cooperation Area to ensure activities' coordination.
- Coordinate work and activities with CIHEAM Bari Financial Manager;
- Monitor project's events and developing visibility, dissemination, and promotion material, in coordination with CIHEAM Bari's communication office;
- Establish effective and smooth relations with local and Italian authorities on site, in the interest of CIHEAM Bari (e.g.: AICS headquarters, Embassy of Italy, local counterparts, Ministries).
- Attend six-monthly monitoring meetings held at CIHEAM Bari;
- Perform any other duties as required.

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.

➤ Educational qualification:

University degree in Agricultural Sciences, Agroeconomics, Political Science, International Relations or similar subjects.

➤ Professional experience:

- At least 5 years professional experience implementing international cooperation projects/programmes in the field of agriculture/rural development;
- Previous work experience as project coordinator in development cooperation initiatives;
- Experience in planning and managing projects financed by the Italian Agency for Development Cooperation and/or International Organisations.

➤ Personal skills and capacities:

- 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 Italian partner institutions;
- Social skills related to adaptation, flexibility, and responsiveness;
- Availability and willingness to travel;
- Ability to elaborate and draft technical reports, work plans and other technical-

financial documentation in English;

- Ability to elaborate and draft detailed reports on the project progress as well as press releases and bulletins for communication and visibility activities;
- Strong skills in planning and organising teamwork and human resources management;
- Strong analytical and evaluation skills (gathering and evaluating information, managing information effectively, identifying alternatives and solutions, understanding complex reports);
- Strong synthesis skills; overview; innovativeness; learning; managing stress and complex situations.

➤ **Languages:**

- Italian (Mother Tongue or C2 level)
- English (C1 level required)

2.2 Preferred requirements:

- Previous work experience as project coordinator in development cooperation initiatives in Albania;
- In-depth knowledge of techniques and methodologies for formulating, managing, and monitoring international cooperation projects (Project Cycle Management and Logical Framework approach; Theory of Change);
- Knowledge of international regulatory instruments on development aid;
- Knowledge of EU policy and regulatory framework, in particular related to rural development and fisheries sector;
- General and sectorial guidelines of Italian cooperation management mechanism of programs funded by the Italian Agency for Development Cooperation.

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 5th October 2023 at 11:59 pm.

Applicants are requested to specify the following reference code in the email subject: **Ref. n. 17/V/2023: "Application for International Project Coordinator"**. 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 Bari aims to ensure an inclusive working environment and is committed to achieve a gender-balanced staff.

Applicants shall also provide a working telephone number and a valid email address for communications, as well as timely notifying 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. Applicants must specify start and end dates of all previous jobs, as well as stating whether they were full- or part-time in their curriculum vitae. Details of any professional experience, training, research or studies must be provided in the CV. Upon request, candidates should supply supporting documentation, clearly reporting the duration and nature of those experiences.

4. EXCLUSION FROM SELECTION PROCEDURES

Applications **will not be considered if:**

- Applications lack any of the essential eligibility requirements;
- Applications were received after the deadline;
- Applications documents are not duly signed;
- Applications lack any essential document as per above 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. CIHEAM Bari appoints a Commission which meets 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, as well as compliance with essential and preferred requirements 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 preferred requirements will be shortlisted and invited for an interview. The interview will be held remotely - through video conferencing platforms, such as Skype or Zoom.

The interview will be conducted in the languages indicated in the application call. It shall assess the applicant's knowledge and experience, ability to carry out the task in question, the required language skills, and other necessary abilities to assess whether the candidate's profile is in line with the present position. The interview notice will be 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 within the interview process.

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 appointment will be finalised under CIHEAM Bari regulations after approval of the CV of the eligible candidate by CIHEAM Bari Director.

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

6. RESULTS OF THE SELECTION

The successful candidate 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 – depending on financial resources availability.

In the event of equal scores, the youngest candidate will be preferred.

Please note that, **if selected**, the successful candidate shall provide the following documents:

- Scanned copy of valid passport (at least 6 months).
- CIHEAM Bari health questionnaire, completed in every required field.
- Registration in CIHEAM Bari CV Roster of Experts (online at: <https://cviamb.iamb.it>).

Failure to comply with any of the above points will result in exclusion from the ranking list.

Due to essential service reasons, the successful candidate must take up service no later than 1 month from the formal assignment. In case of availability 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 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 Organisation'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 staff, as 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. FINAL PROVISIONS

CIHEAM Bari reserves the right to proceed with the candidate appointment to the position only after the administrative and financial procedure for the allocation of the project funding 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. The position 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 re-determined accordingly.