



## PROFESSIONAL VACANCY ANNOUNCEMENT

### N. 1 International Project Coordinator

**Project: “Improving food production in Sudan through support to small-scale producers in the agriculture, fisheries and livestock sectors in Red Sea and Kassala states - MIPRO SUD”**

**Reference Code:** Ref. n. 18/V/2023

**Date of publication:** 13 September 2023

**Deadline for application:** 14 October 2023

**Position:** International Project Coordinator

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

**Duty station:** Addis Ababa (Ethiopia) with short missions in Port Sudan (Sudan) - if the political and security situation allows

**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.

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

**Project title:** “Improving food production in Sudan through support to small-scale producers in the agriculture, fisheries and livestock sectors in the Red Sea and Kassala states - MIPRO SUD”.

### BACKGROUND

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

The initiative aims to enhance food production in Sudan by supporting small agricultural and fisheries producers and farmers in the Red Sea and Kassala areas. It is expected that the local farming and fisheries population targeted by the initiative will have better access to sustainable food products and strengthen their resilience.

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: Addis Ababa (Ethiopia) with short missions in Port Sudan (Sudan)** - if political and security situation allows.

**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.

**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:

- Representing CIHEAM Bari activities and vision in the Country and with relevant stakeholders.
- Interacting with CIHEAM Bari Cooperation Area to ensure activities' coordination.
- Coordinating work and activities with CIHEAM Bari Financial Manager.
- Attending six-monthly monitoring meetings held at CIHEAM Bari.
- Drafting global and annual operational plans.
- Drafting mid-term and final technical reports.
- Implementing all planned activities.
- Managing administrative/accounting procedures and monthly dispatch of on-site expense receipts under the procedures of CIHEAM Bari.

- Organising 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.
- Arranging periodic coordination meetings with local counterparts and country contact person of CIHEAM Bari.
- Guaranteeing safety standards in compliance with CIHEAM Bari's policies for activities' implementation.
- Monitoring project events and developing visibility, dissemination, and promotion material in coordination with CIHEAM Bari's communication office.
- Establishing effective relationships with local and Italian authorities on site on behalf of CIHEAM Bari (AICS headquarters, Embassy of Italy, local counterparts, and Ministries).
- Performing any other duties as required.

## **2. QUALIFICATIONS AND SKILLS**

### **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, Veterinary, Economics, International Relations, or similar subjects.

#### **Professional experience**

- At least 5 years professional experience in 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 critical thinking skills; innovation; managing stress and complex situations.

## Languages

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

## 2.2 Preferred requirements:

- Previous work experience as project coordinator in development cooperation initiatives in North-east Africa.
- 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.
- 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](mailto:cv@iamb.it)

**The application deadline is 14 October 2023 at 11:59 pm.**

Applicants are requested to specify the following reference code in the email subject: **Ref. n. 18/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 and 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 the start and end dates of all previous jobs and whether they were full-time 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:**

- lacking any of the essential eligibility requirements;
- received after the deadline;
- documents are not duly signed;
- lacking necessary documents as per the above procedure.

#### **5. EVALUATION OF APPLICATIONS**

Once the notice's terms of validity have elapsed, CIHEAM Bari assesses the 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 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 at least 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, and conducted in the languages indicated in the application call. It shall assess the applicant's knowledge and experience, ability to carry out the above tasks, the required language skills, and other necessary abilities to determine whether the candidate's profile aligns 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 the CV of the eligible candidate is approved by 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 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 a valid passport (at least 6 months).
- CIHEAM Bari health questionnaire, completed in every required field.

- Registration in CIHEAM Bari Roster of Experts (online at: <https://cviamb.iamb.it>).

Candidates should comply with the above points to avoid exclusion from the ranking list.

Due to essential service reasons, the successful candidate must take up service within one month from selection. In case availability is not granted, CIHEAM Bari reserves the right to appoint another candidate from the 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 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 of their personal data (including sensitive data). 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.