



## PROFESSIONAL VACANCY ANNOUNCEMENT

### N. 1 International Project Coordinator

*Project: "Seed Lebanon - SLB"*

Reference Code: Ref. n. 19/V/2023

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***Date of publication: 12 October 2023***

***Deadline for application: 13 November 2023***

***Position: International Project Coordinator***

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

***Duty station: Beirut (CIHEAM Bari office in Lebanon) with short missions to other governorates in Lebanon.***

***Duration of assignment: initial contract of 9 months – including a three-months' probation period – with the possibility of extension for the entire project duration (18 months), based on the availability of funds and satisfactory performance.***

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

***Project title: "Seed Lebanon - SLB", Partnership Arrangement signed on 21/07/2023 between CIHEAM Bari, Embassy of Italy to Lebanon and AICS Beirut.***

#### BACKGROUND

CIHEAM Bari intends to select a Project Coordinator in the framework of the project "***Seed Lebanon - SLB***" funded by the Italian Ministry of Foreign Affairs and International Cooperation through the Italian Agency for Development Cooperation.

The initiative aims at improving “food security of the Lebanese Population by enhancing country’s agricultural systems”. Lebanese farmers will develop production of the main strategic food crops – cereals and legumes - through a strengthened certified seed production and quality control.

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:** Beirut (CIHEAM Bari office in Lebanon) with short missions to other governorates in Lebanon.

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

**Project duration:** 18 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 Head of Cooperation Area

### **1. KEY FUNCTIONS**

#### **INTERNATIONAL PROJECT COORDINATOR**

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

- Drafting of global and annual operational plans.
- Implementation and follow up of the global and annual operational plan.
- Daily management of the assigned activities to ensure timely and effective delivery of the expected outputs, outcomes and objectives.
- Follow up and monitor project’s performance of the planned activities of the project partners; Check and monitor the outcomes of field missions of all project partners
- Implement and follow up audit procedures (internal and external).

- Drafting of mid-term and final technical reports.
- Smooth implementation of all the planned activities.
- Administrative/accounting management and monthly dispatch of on-site expense receipts, under the procedures of CIHEAM Bari.
- Organization of office work in person and (if necessary) remotely, activating and coordinating national and international experts on a short-term mission. The international coordinator will draw up the relevant Terms of Reference.
- Organization of periodic coordination meetings with local counterparts and country contact person of CIHEAM Bari.
- Guarantee the safety standards in compliance with the policies in force at CIHEAM Bari for implementing activities.
- Interaction and coordination with CIHEAM Bari's Cooperation Area.
- Interaction with the desk officer of CIHEAM Bari for all off-site and on-site fulfilments.
- Supervision of project's events and developing visibility, dissemination, and promotion material, in coordination with CIHEAM Bari's communication office.
- Make sure to fulfil the CIHEAM Bari administrative and financial rules as well as its ethical clauses.
- On behalf of CIHEAM Bari, the establishment of fruitfully relations with the local and Italian authorities on site (AICS headquarters, Embassy of Italy, local counterparts and stakeholders, Ministries).
- Participation 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:

- University degree in Agricultural Sciences, socioeconomics, or similar subjects.
- Proven professional experience of at least 3 years working in international cooperation projects/programmes in the field of agriculture/rural development.
- Previous work experience in project management for development cooperation initiatives.
- Experience in planning and managing projects financed by the Italian Agency for Development Cooperation and/or International Organizations.
- Proficiency in the use of Microsoft Office programme (Word, Excel, Power point).

## **2.2 Languages**

- English (C1 level required) and French (B2 level required).

## **2.3 Personal skills and capacities**

- Organizational 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 the Italian partner institutions.
- Social skills related to adaptation, flexibility, and responsiveness.
- Availability to travel.
- Ability to elaborate and draw up technical reports, work plans and other technical-financial documentation in English.
- Fluent command of Italian and English and good skills in elaborating and drafting 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.

## **2.4 Preferred requirements:**

- Previous work experience as project coordinator in development cooperation initiatives in Lebanon.
- In-depth knowledge of the 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.
- Scientific and technical Knowledge on field crops agricultural practices and/or seed multiplication and/or seed testing is an asset.
- Knowledge of Arabic language is an asset.

### **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 **13/11/2023 at 23:59**.

Applicants are requested to specify the following reference code in the email subject: **Ref. n. 19/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 aims to ensure 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 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 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, as well as compliance with essential and preferential requirements as indicated in the documentation submitted by the candidate will be conducted 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 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 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 CV Roster of Experts (<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 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 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. 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.