



---

PROFESSIONAL VACANCY ANNOUNCEMENT

N. 1 Junior Expert

*Project: "Support Agri-food coop Network in Palestine - SANET"*

Reference Code: **Ref. n. 01/V/2024**

***Date of publication: 21 February 2024***

***Deadline for application: 21 March 2024***

***Position: Junior Expert***

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

***Duty station: CIHEAM Bari offices in Valenzano (Bari, Italy) and Ramallah (Palestine)***

***Duration of assignment: an initial contract of 6 months, including a three-month probationary period, with the possibility of extension for the entire project duration, subject to fund availability and satisfactory performance evaluation.***

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

***Project title: "Support Agri-food coop Network in Palestine - SANET".***

***Reference agreement: Partnership Arrangement signed between CIHEAM Bari and Italian Ministry of Foreign Affairs and International Cooperation (MAECI/DGCS) on 30 November 2022.***

## BACKGROUND

CIHEAM Bari intends to select a *Junior Expert* for the SANET project, funded by the Italian Ministry of Foreign Affairs and International Cooperation through the Italian Agency for Development Cooperation, to support the implementation and coordination of the project in Italy and Palestine.

As executing entity of the project, CIHEAM Bari, will be responsible for the development and coordination of all project activities, the preparation of the related documentation, the reports on the state of implementation of the initiative, and the administrative management of the financial contribution granted and managed under its regulations, rules, and provisions.

The project aims to stimulate an enabling economic and institutional environment for the sustained implementation of reforms, accelerated economic growth, reduced poverty, and improved key social indicators. Particularly, the empowerment of youth and women is at the core of the initiative. The inclusion of the most vulnerable groups in the agricultural sector will enhance Palestinian value chains' sustainability and resilience.

The project action will work at four levels:

- 1) supporting the collaboration among farmers in cooperatives and associations with technical and capacity-building activities to increase production;
- 2) improving value chains productivity and inclusiveness;
- 3) promoting entrepreneurship and agribusiness with the aim of creating an appropriate and conducive environment for agri-business led by youth and women;
- 4) reinforcing the role of MoA to effectively manage the value chains and promote collaboration among farmers' groups and stakeholders.

## TERMS OF REFERENCE

**Duty station:** Throughout all the project duration, the role entails working both in CIHEAM Bari office in Valenzano (Bari) and Ramallah office.

**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:** 36 months.

**Duration:** an initial contract of 6 months, including a three-month probationary period, with the possibility of extension for the entire project duration, subject to funding availability and satisfactory performance evaluation.

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

**Line Manager:** CIHEAM Bari Head of Cooperation Area and CIHEAM Bari International Project Coordinator.

## 1. KEY FUNCTIONS

Under the overall supervision of the CIHEAM Bari Line Manager and in collaboration with the Project Management Unit (PMU) team, the **Junior Expert** will support the correct implementation of the assigned activities and reporting of the Programme implementation.

In particular, they will perform the following tasks:

- Assisting the Project Coordinator in managing the project office in Ramallah and the management of the communication network, organising communications, and organize files and archives;
- Preparing technical reports in collaboration with the PMU and under the supervision of the Project Coordinator;
- Collaborating with the Local Communication Officer to prepare visibility materials and program websites, following AICS guidelines and under the supervision of the Project Coordinator;
- Organizing/supporting the missions in loco of the experts in Palestine;
- Supporting/assisting the Project Management Unit (PMU) in the project activities implementation, and basic market analysis, research, and procurement;
- Accomplishing any other task upon demand of the International Project Coordinator within their capacities and skills concerning the position.

## 2. REQUIREMENTS

### 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:

- Bachelor's degree in Agriculture, International Politics and Markets, Engineering, or related fields;
- Fluency in English (minimum requirement B2) and Arabic;
- Proficiency in using computer applications – e.g. Office, Google Workspace - and office technology equipment; as well as familiarity with e-presentation techniques;
- At least one year of professional experience in project management assistance.

### 2.2 Preferred Requirements:

- Previous experience in non-governmental organisations or as a volunteer in development programmes in Palestinian territories;
- Knowledge of the AICS project management procedures would be a plus.
- Knowledge of Italian language is considered an asset;
- Corporate competencies: demonstrating integrity by adhering to CIHEAM Bari's values and ethical standards is essential, as both permanent and non-permanent staff is

expected to adhere to CIHEAM Bari's code of ethics and conduct, reflecting the organization's commitment to the fundamental values. Additionally, demonstrating cultural, gender, religious, racial, national, and age sensitivity and adaptability; treating all individuals fairly without favouritism; and ensuring gender sensitivity and zero tolerance for sexual harassment.

- Functional competencies: excellent communication, mediation, and interpersonal skills, capacity of negotiation and ability to handle sensitive situations; capacity to manage expectations and to build trust with local communities; ability to work both independently and as a part of a team under demanding circumstances; timeliness and reliability of delivery; strong analytical skills, ability to mobilize, coordinate and work in a team; ability to work under pressure with tight deadline.

### **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 **21/03/2024 at 23:59 (CET)**.

Applicants are requested to specify the following reference code in the email subject: **Ref. n. 01/V/2024 "Application for Junior Expert"**. Applications without the above reference will be excluded from the selection. The application shall include:

- Motivation Letter in English language (max 1 page, A4) duly signed (PDF Format);
- Curriculum Vitae in English (PDF format), duly signed;
- Personal data treatment statement duly signed for approval.

If one of the documents above is missing, the application will be discarded.

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 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 ranking list 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. 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.