



PROFESSIONAL VACANCY ANNOUNCEMENT

N. 1 INTERNATIONAL PROJECT MANAGER

Project: *“Valorisation des chaînes de valeur des espèces négligées et sous-utilisées (NUS) pour améliorer les moyens d'existence des communautés rurales et conserver l'agro-biodiversité au Burkina Faso et au Niger – ORPH-CROP”*

(Enhancing the value of neglected and underutilised species (NUS) to improve the living conditions of rural communities and conserve agro-biodiversity in Burkina Faso and Niger)

Reference Code: **Ref. n. 13/V/2024**

Date of publication: 12/12/2024

Deadline for application: 12/01/2025

Position: International Project Manager in Burkina Faso and Niger

Job Type: Consultant (non-permanent contract)

Duty stations: Burkina Faso and Niger

Duration of assignment: initial contract of 12 months - including a three-month probationary period - with the possibility of renewal, up to a maximum of two additional one-year terms, based on approval of the specific project proposal for each of the Countries involved as well as funding availability and satisfactory performance

Starting period: CIHEAM Bari reserves the right to finalise the candidate's appointment to the position only upon completion of the administrative and financial procedure for project funding allocation, following clearances, and ensuring no objections from the competent authorities/institutions

Project title: *“Valorisation des chaînes de valeur des espèces négligées et sous-utilisées (NUS) pour améliorer les moyens d'existence des communautés rurales et conserver l'agro-biodiversité au Burkina Faso et au Niger – ORPH-CROP” (Enhancing the value of neglected and underutilised species – NUS - to improve the living conditions of rural communities and conserve agro-biodiversity in Burkina Faso and Niger)*

BACKGROUND

The Mediterranean Agronomic Institute of Bari (CIHEAM Bari) intends to select a Project Coordinator for the project *“Valorisation des chaînes de valeur des espèces négligées et sous-utilisées (NUS) pour améliorer les moyens d’existence des communautés rurales et conserver l’agro-biodiversité au Burkina Faso et au Niger – ORPH-CROP” (Enhancing the value of neglected and underutilised species (NUS) to improve the living conditions of rural communities and conserve agro-biodiversity in Burkina Faso and Niger)*, which is funded by the Italian Ministry of Foreign Affairs and International Cooperation through the Italian Agency for Development Cooperation (AICS). The Orph-Crop initiative has been developed in synergy with the SUSTLIVES project, funded by the European Union under the DeSIRA programme. While SUSTLIVES focuses on research and agrobiodiversity of neglected and underutilised species (NUS) in Burkina Faso and Niger, Orph-Crop aims to develop the orphan crops value chains and improve agricultural policies. The initiative also promotes climate resilience and agri-food sustainability in response to crises such as food insecurity and resource scarcity. Key expected outcomes include increased production and consumption of NUS, strengthened agricultural skills, improved governance, and dissemination of agroecological practices.

TERMS OF REFERENCE

Duty station: Ouagadougou (Burkina Faso) with frequent missions to Niger and occasional missions to Italy.

Contract and Remuneration: Salary, benefits and other conditions 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: The initial contract is of 12 months, including a three-month probationary period, with the possibility of an extension for the entire project duration, based on funding availability and satisfactory performance.

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

Line Manager: CIHEAM Bari Programme Coordinator, under the supervision of CIHEAM Bari Head of the Cooperation Area.

1. KEY FUNCTIONS

INTERNATIONAL COUNTRY PROJECT MANAGER

Throughout the assignment, the International Project Manager will constantly liaise with CIHEAM Bari’s management and/or with authorised delegates, as well as with local institutional partners, to ensure:

- Drafting of global and annual operational plans.
- Implementation and follow-up of global and annual operational plans.
- Daily management of the assigned activities to ensure timely and effective delivery of the expected outputs, outcomes and objectives.

- Establishment of the project management unit in Ouagadougou (Burkina Faso) and organisation of the project offices' work in Burkina Faso and Niger.
- Monitoring and control of planned activities of project partners, including those of civil society organisations benefiting from the project calls.
- Coordination and monitoring of field missions for all national and international consultants; the project manager will develop the relevant Terms of Reference (ToR).
- Implementation of monitoring, evaluation, and audit procedures (internal and external).
- Drafting of annual, intermediate, and final technical reports and supervision of the preparation of financial reports.
- Administrative/accounting management and monthly submission of expense receipts, according to CIHEAM Bari's procedures.
- Organization of periodic coordination meetings with local partners, including the Steering Committee.
- Compliance with safety standards in accordance with CIHEAM Bari's policies for implementing activities.
- Ongoing interaction and coordination with the cooperation department and the CIHEAM Bari contact person.
- Supervision of project's events and developing visibility, dissemination, and promotional material, in coordination with CIHEAM Bari's External Relations and Communication Office.
- Ensuring compliance with CIHEAM Bari's administrative and financial rules as well as its code of ethics.
- On behalf of CIHEAM Bari, establishing fruitful relations with the local and Italian authorities on site (Embassy of Italy, AICS headquarters, local partners 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, socio-economics, business administration, engineering, or related fields.
- Proven professional experience of at least 5 years in international cooperation projects/programmes in the field of agriculture/rural development.
- Previous professional experience in project management for development cooperation initiatives in Sub-Saharan Africa.
- Language skills: Italian (native language or C2 level); French (C1 level).
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint).

2.2 Preferred requirements

- Professional experience in the Sahel area (Burkina Faso, Niger, etc.).

- Professional experience with neglected and underutilised species (NUS) and/or agroecology.
- Familiarity with support mechanisms for non-governmental organisations (NGOs)/civil society organizations (CSOs).
- In-depth knowledge of techniques and methodologies for formulating, managing, and monitoring international cooperation projects (project management cycle approach and logical framework; theory of change; results-based management; PRAG; etc.).
- Knowledge of international regulatory instruments on development aid, general and sectoral guidelines for Italian cooperation, and management mechanisms for programmes funded by the Italian Agency for Development Cooperation (AICS).

2.3 Personal skills and capacities

- Leadership skills: ability to guide and motivate team members.
- Communication skills: effective communication with team members, partners, stakeholders, local authorities, and the donor.
- Organisational skills: strong organisational abilities to plan and execute tasks efficiently.
- Time management: effective management of project timelines and deadlines.
- Problem-solving skills: ability to tackle challenges and find solutions efficiently.
- Adaptability: flexibility and ability to adjust to changing project requirements or circumstances.
- Risk management: ability to identify and mitigate potential risks to project success.
- Budget management: effective management of project finances and resources.
- Technical expertise: knowledge and skills in the agronomic/agricultural field.
- Team spirit: ability to foster a positive team environment and promote collaboration within the project.

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 **12/01/2025 at 23:59**.

Applicants are requested to specify the following reference code in the email subject: **Ref. n. 13/V/2024 “Application for International Country Project Manager”**. 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 a valid passport.
- Statement *“Information about collecting, storing and processing Personal Data”* duly signed for approval.

Applicants shall also provide a working telephone number and a valid e-mail address for communication purposes and shall inform CIHEAM Bari in good time of any relevant changes after the application has been submitted.

Please note that only complete applications received within the deadline will be accepted and considered. Before applying, 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. With reference to the "*Qualifications and Skills Required*" section (2.1 Language skills), it is highly recommended to specify the language proficiency level according to the Common European Framework of Reference for Languages (CEFR). 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 Bari aims to ensure an inclusive working environment and is committed to achieving a gender-balanced staff.

4. EXCLUSION FROM SELECTION PROCEDURES

Applications containing the following deficiencies 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 will assess the eligibility of the applications to ensure they meet the essential requirements and verify the absence of grounds for exclusion. CIHEAM Bari will then appoint a committee that upholds the standards of autonomy and impartiality. The Committee will evaluate the merits of the applications, assigning a maximum of 100 points according to the following criteria:

5.1 Qualifications (Max 40 points)

The assessment of the candidate's education, professional experience and skills, and compliance with the essential and preferential requirements, as indicated in the submitted documents, will be carried out according to the following parameters:

- ✓ Education – up to 10 points.
- ✓ Language skills – up to 10 points.
- ✓ Professional experience – up to 20 points.

5.2 Interview (Max 60 points)

Only candidates who score a minimum of 30 points on the assessment of the essential and preferred requirements will be shortlisted and invited for an interview. The interview will be conducted remotely via video conferencing platforms such as Skype or Zoom and in the languages specified in the Call for Applications. The purpose of the interview is to assess the candidate's knowledge and experience, ability to perform the above-mentioned tasks, language proficiency and other necessary skills to determine the candidate's alignment with the vacancy. Notification of the interview will be sent by e-mail to the address provided by the candidate at the time of application. Candidates will not be reimbursed for any expenses related to the interview. CIHEAM Bari will evaluate candidates according to its rules and regulations. The assessment will follow the principle of *intuitus personae* since these assignments fall within intellectual work performance. The assignment will be formalised in accordance with CIHEAM Bari's 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 will be 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, CIHEAM Bari reserves the right to appoint another candidate from the ranking list – depending on financial resources availability. In the event of equal scores, preference will be given to the youngest candidate.

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 the CIHEAM Bari CV Roster of Experts (<https://cviamb.iamb.it>)

Candidates shall comply with the above conditions 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 employment 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 in relation to the responsibilities and specific tasks the successful candidate will be required to perform.

Remuneration will be paid in Euros, including charges for social security, insurance, and any applicable tax obligations. Approved remuneration will not exceed the levels established for similar positions within other Intergovernmental Organisations.

Permanent and non-permanent staff are required to adhere to CIHEAM Bari's Code of Ethics and Conduct that reflects the commitment to the Organisation's core values.

8. PERSONAL DATA PROCESSING

By submitting their application, applicants consent to the processing and management of 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" and its subsequent amendments.

9. FINAL PROVISIONS

CIHEAM Bari reserves the right to proceed with the candidate appointment to the position only after completion of the administrative and financial procedure for the allocation of the project funding and following clearances and no objections received from the competent authorities/institutions. CIHEAM Bari may also choose not to proceed with the assignment procedure for discretionary reasons. The position is not a permanent job within 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.