



PROFESSIONAL VACANCY ANNOUNCEMENT

N. 1 Junior Expert in long mission

Project: *“Program to support the reactivation of the economic potentialities of the agri-food sector - Pro.UKR”*

Reference Code: Ref. n. 05/V/2025

Date of publication: 24/03/2025

Deadline for application: 24/04/2025

Position: Junior Expert in long mission in Ukraine

Job Type: Consultant (non-permanent contract)

Duty stations: Odessa with travels through the region, to Kiev and to Chisinau;

Duration of assignment: initial contract of 12 months - including a three-month probation period - with the possibility of renewal, up to a maximum of two additional annual renewals, based on the availability of funds and satisfactory performance.

Starting period: CIHEAM Bari reserves the right to proceed with the candidate's appointment to the position only after the administrative and financial procedure for the allocation of the project funding has been completed, following clearances, and no objections have been received from the competent authorities/institutions.

Project title: *“Program to support the reactivation of the economic potentialities of the agri-food sector - Pro.UKR”*

BACKGROUND

The Mediterranean Agronomic Institute of Bari (CIHEAM Bari) intends to select n. 1 Junior Expert in long mission for the incoming project, mentioned above, in Ukraine, which is funded by the Italian Ministry of Foreign Affairs and International Cooperation through the Italian Agency for Development Cooperation.

The initiative will be implemented by CIHEAM Bari in collaboration with the Ukrainian Ministry of Agrarian Policy and Food, and other relevant national Authorities.

The initiatives aim to support the Governments of Ukraine to increase its capacities to develop the agri-food industry, to diversify the agriculture markets, and to develop the associationism among small agriculture producers. In addition, the initiative aims to accompany the Government in achieving the EU Aquis for the specific sectors.

Project duration: 36 months.

TERMS OF REFERENCE

Duty stations: Odessa with travels through the region, to Kiev and to Chisinau.

Contract 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 concerning the responsibilities and specific tasks that the successful candidate will be required to perform.

Project duration: 36 months.

Duration of assignment: initial contract of 12 months - including a three-month probation period - with the possibility of renewal, up to a maximum of two additional annual renewals, based on the availability of funds and satisfactory performance.

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

Line Manager: CIHEAM Bari Project Manager in loco, under the supervision of CIHEAM Bari Head of the Cooperation Area.

1. KEY FUNCTIONS

JUNIOR EXPERT IN LONG MISSION

During the performance of the assignment, the Junior expert will constantly interface with the Project Manager and with the management of CIHEAM Bari and/or with the authorized delegates, to ensure:

- Collaborating in drafting the annual operational plans of the project and the monthly detailed plans;
- Implementation and follow-up of the overall and annual operational plans for the activities assigned to him/her;
- Organize the weekly and monthly staff meetings;
- Daily management of the assigned activities to ensure timely and effective delivery of the expected outputs;
- Collaborate with the Project Manager in the implementation and follow-up of the program's monitoring procedures (internal and according to CIHEAM Bari procedures);
- Follow-up the short-term missions in loco, and by remote, of the national and international experts;
- Organize and follow-up the project's Capacity Building activities in loco and by remote;
- Organize and follow-up the gender activities of the project;

- Collaborate with the Project Manager in drafting of the mid-term and final technical reports, to be submitted to the steering committee for approval;
- Collaborate with the Project Manager in the administrative management of the project, according to CIHEAM Bari's procedures;
- Application of the safety standards in compliance with the policies in force at CIHEAM Bari for implementing activities;
- Strictly application of the safety and Security measures indicated by the local Authorities;
- Participate to the project's events and to the project's visibility actions;
- 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, Veterinary, Economics, Socio-economics, Business Administration, Engineering or similar subjects (or other university degree, if accompanied by at least 3 years of experience in the field of agriculture/rural development);
- Previous professional experience in international cooperation projects/programmes, in developing countries, in the field of agriculture/rural development;
- Previous experience in Capacity building activities and in Gender actions;
- Knowledge of the Safety and Security measures for personnel;
- knowledge of the Project Cycle Management and Logical Framework approach;
- Fluent in the use of Microsoft Office software (Word, Excel, Power Point, Outlook, etc.) and demonstrated experience in management of data, as well as communication and video conferencing platforms (Zoom, Teams, Skype, etc.).

2.2 Languages

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

2.3 Personal skills and capacities

- Communication skills: effective communication with team members and stakeholders;
- Organizational skills: organizational abilities to plan and execute tasks efficiently;
- Time management: efficiently managing project timelines and deadlines;
- Adaptability: being flexible and able to adjust to changing project requirements or circumstances;
- Technical expertise: understanding the project domain and relevant tools or technologies;
- Team building: fostering a positive team environment and promoting collaboration.

2.4 Preferred requirements

- Previous working experience in Balkans and Eastern Europe Countries;

- Previous participation to trainings for Safety and Security measures for personnel;
- Previous experience in reports writing in the development sector.

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 **24 April 2025 at 23:59**.

Applicants are requested to specify the following reference code in the email subject: **Ref. n. 05/V/2025 "Application for Junior Expert in long mission in Ukraine"**. 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 duly signed.
- Copy of a valid passport or other identity document.
- 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 submitting an 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. With reference to the "*Qualifications and Skills Required*", *section 2.2 Languages*, 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 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 will assess the eligibility of the applications in terms of the fulfilment of the essential requirements and the absence of grounds for exclusion. CIHEAM Bari will then appoint a Committee that meets the requirements of autonomy and impartiality. The Committee will evaluate the merits of the applications, awarding a maximum of 100 points according to the following criteria:

5.1 Qualifications (Max 40 points)

The assessment of the education, professional experience and skills, as well as the fulfilment of the essential and preferential requirements, as indicated in the documents 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 who score a minimum of 30 points against the essential and preferred requirements will be shortlisted and invited for an interview.

The interview will be conducted remotely using 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 skills and other necessary skills in order to determine whether the candidate's profile matches the vacancy. Notice 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 incurred in connection with 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'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 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 validity).
- CIHEAM Bari health questionnaire, completed in every required field.
- Registration in the 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 charges. Approved remuneration will not exceed similar position levels within other Intergovernmental Organizations.

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.