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## PROFESSIONAL VACANCY ANNOUNCEMENT

### No 1 Project Management Assistant

**Project: “Su.Li.N.E.S. Phase II – Supporting Livestock holders in North East Syria”**

**Reference Code: Ref. 07/V/2025**

***Date of publication: 04/04/2025***

***Deadline for application: 30/04/2025***

**Position: n. 1 Project Management Assistant (Expatriate)**

***Job Type: non-permanent contract***

***Duty station: Gaziantep (Turkey) - Beirut (Lebanon); short missions may be scheduled in Italy at the CIHEAM Bari headquarters.***

***Duration of assignment: following initial three-month probationary period and upon satisfactory performance report issued by the line Responsible, the assignment will be formalised for the entire project remaining duration. Contract renewal is based on the availability of funds and satisfactory performance. Duration of each contract cannot exceed 12 months period within the CIHEAM Bari administrative year.***

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

***Project: Su.Li.N.E.S. Phase II – Supporting Livestock holders in North East Syria***

## PROGRAMME DESCRIPTION

CIHEAM Bari intends to select a Project Management Assistant in the frame of the Su.Li.N.E.S. project funded by GIZ (Development Agency of Germany). CIHEAM Bari, as executing body of this project, 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 will contribute to increase (systemic) resilience to food crises and climate change. Increasing livestock and agriculture production will herewith contribute to increase the farms' household income. This will contribute to achieving the improvement of the systemic resilience of local agri-food systems.

## TERMS OF REFERENCE

**Duty station:** Gaziantep (Turkey) - Beirut (Lebanon) and Italy

**Contract and Remuneration:** salary, benefits and other conditions are offered under the CIHEAM Bari rules and regulations, in particular, 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.

**Duration:** following initial three-month probationary period and upon satisfactory performance report issued by the line Responsible, the assignment will be formalised for the entire project remaining duration. Contract renewal is based on the availability of funds and satisfactory performance. Duration of each contract cannot exceed 12 months period within the CIHEAM Bari administrative year.

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

**Line Manager:** CIHEAM Bari Project Coordinator of Su.Li.N.E.S Phase II

### 1. KEY FUNCTIONS

#### PROJECT MANAGEMENT ASSISTANT

Under the overall supervision of the CIHEAM Bari Project Coordinator and in collaboration with the Project Management Unit (P.M.U.) team, the Project Management Assistant supports the correct implementation of the assigned activities and reporting of the Programme implementation.

In particular, they will perform the following tasks:

- Ensuring assisting the project coordinator in managing the project office and team in Gaziantep and Beirut, the management of the communication network, organise files and data archives;
- Preparing the technical reports, in collaboration with the PMU and under the supervision of the Project Coordinator;
- Supporting/assisting the Project Management Unit (PMU) in the project activities implementation, and basic market analysis, research and procurement;
- Elaborating/assisting the PMU in implementing the socio-economic analysis/diagnosis, work plan redaction and reporting;
- Collaborate with the Project Coordinator and CIHEAM Bari Procurement department in the procurement process;
- Collaborating/assisting the capacity-building and remote technical assistance (RTA) component of the program addressed to the local technicians, rural women and producers;
- Participating in the preparation of the periodical program work plans of activities;
- Collaborate with the Project Coordinator in the implementation and follow-up of the project's monitoring procedures (internal and according to CIHEAM Bari procedures);
- Collaborate with the Project Coordinator in the administrative management of the project, according to CIHEAM Bari's procedures;
- Organising/supporting the missions in loco of the international experts in Gaziantep and Beirut;
- Collaborating/preparing the visibility materials, in collaboration with the PMU and under the supervision of the project Coordinator and according to donor guidelines;

- Accomplishing any other task upon demand of the International Project Coordinator within their capacities and skills concerning the position;
- Fulfilling the CIHEAM Bari administrative rules and financial regulations as well as ethical clauses.
- Performing other duties as required by the project coordinator.

## 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:

- University degree in Agricultural Sciences, Veterinary, Economics, Rural Development, or similar subjects (or other university degree, if accompanied by at least 5 years of experience in international cooperation projects/programmes in the field of agriculture/rural development);
- Proven professional experience of at least 3 years in international cooperation projects/programmes, in the field of agriculture/rural development;
- Previous professional experience in international cooperation projects/programmes, in developing countries;
- Knowledge of the Project Cycle Management and Logical Framework approach;
- English written and spoken (C1 Level - Common European Framework of Reference);
- Proficient 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 Preferred requirements:

- The Italian language is considered as an asset.
- Previous working experience in Middle East countries, particularly in development projects in the agricultural/rural development sectors, is strongly preferred;
- Previous experience in development initiatives, implemented by CIHEAM Bari, in developing Countries, is strongly preferred;
- Previous experience in reports writing in the development sector;
- Previous experience in data management through electronic spreadsheet software;
- Previous experience in agricultural extension services and animation in rural communities.

## 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 **30/04/2025 at 23:59**.

Applicants are requested to specify the following reference code in the email subject: **Ref. n. 07/V/2025 "Application for Project Management Assistant"**. 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.

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.

Qualified female applicants are encouraged to apply for this position as CIHEAM Bari caters for an inclusive working environment and is committed to achieving a gender balanced staff.

#### **4. EXCLUSION FROM SELECTION PROCEDURES**

Applications containing the following defects **will not be considered**:

- Applications lacking any of the essential eligibility requirements.
- Applications received after the deadline reported in this announcement.
- Application documents that are not signed.
- Applications lacking any essential document as per application 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, and compliance with essential and preferential requirements as 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 a minimum of 30 points under essential and preferential requirements will be included in the shortlist and invited for an interview.

The interview will take place via video conference (e.g., Skype or Zoom).

The interview shall be held in the languages indicated in the call for applications. It shall assess the applicant's knowledge and experience, his or her ability to carry out the task in question, the language skills required and any other skills deemed necessary to assess the candidate's profile

with the post to be filled. The interview notice is 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 in connection with the interview.

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 winner 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 - if the necessary financial resources are available.

In the event of equal scoring, the youngest candidate will be preferred.

Please note that, **in the event of successful selection**, the winner candidate shall provide the following documents, failing which the contract cannot be concluded:

- Recent extract from criminal records.
- Scanned copy of valid passport (at least 6 months).
- Registration in CIHEAM Bari CV ROSTER (online at: <https://cviamb.iamb.it>)

Failure to comply with any of the above points will result in exclusion from the ranking list and subsequent steps for recruitment.

## **7. CONTRACT AND REMUNERATION**

Contract will be issued and signed once all items listed in chapter 6 are fulfilled.

Remuneration and allowances are subject to CIHEAM Bari rules and regulations; in particular, salary 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. Additional benefits are also subject to CIHEAM Bari rules and regulations and may be evaluated case by case. As international intergovernmental organization, CIHEAM Bari cannot act as withholding agent. Consequently, a gross remuneration will be paid in Euros including charges, social security and any additional tax charges. CIHEAM Bari will evaluate and negotiate the costs associated with annual round-trip flights, accident/death insurance, and residence permit/long-term visa applications (where applicable, and subject to the host country's regulations and any relevant cooperation agreements). 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.

Due to essential service reasons, the winner of this selection notice must take up service not later than 1 month from the formal assignment. In case of availability is not granted, CIHEAM Bari reserves the right to appoint another candidate from ranking list.

## **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 exclusively managed by the CIHEAM Bari personnel who is in charge to store and use of the application dossier.

In particular, CIHEAM Bari is committed to manage personal data in conformity with privacy obligations issued last 5 July 2019 (*“Security of the Information and Personal Data Protection Policy”*), inspired to the EU Regulation 679/2016 – *“General Data Protection Regulation”* including further modifications/amendments.

## **9. SAFEGUARD CLAUSES**

CIHEAM Bari reserves the right to proceed with the assignment's formalisation as soon as the administrative-financial procedure for entrusting the fund is completed.

CIHEAM Bari may not go through the assignment procedure for opportunity reasons discretionally evaluated. This assignment is on a temporary basis only, submitted to periodically monitoring and shall not consist in a permanent job, neither within CIHEAM Bari nor within the project itself.

In the event of *force majeure* forcing the consultant to return to Italy, the remuneration will be commensurate accordingly.