



Vacancy announcement

"n. 1 Junior Project Assistant"

Development Cooperation Programme: "*Programme for Food Security and Resilience of Rural Communities in Libya (PROSAR).*"

Ref n.: 11/2020/PROSAR/Coop.Ita.

Date of publication: 15 September 2020

Deadline for application: up till 15 October 2020 (11.59 PM Italian time)

Position: Junior Project Assistant

Job Type: Local staff (non-permanent contract)

Duty station: Tripoli (Libya)

Duration of assignment: 12 months, renewable

Background

The Mediterranean Agronomic Institute of Bari (CIHEAM Bari) is one of the four institutes of the International Centre for Advanced Mediterranean Agronomic Studies (CIHEAM). CIHEAM is an intergovernmental organisation with a mandate for the development of activities in higher education, vocational training, research and cooperation. In conformity with the statute of the organisation, CIHEAM Bari announces a vacancy for the position of **n.1 Junior Project Assistant** in the frame of the PROSAR Program, to be assigned in the program office in Tripoli (Libya).

The PROSAR program is financed by the Italian Ministry of Foreign Affairs and International Cooperation through the Italian Agency for Development Cooperation and it is executed by CIHEAM Bari. National Counterparts are the Ministry of Agriculture Animal and Marine Wealth and the Ministry of Local Government.

The Program areas of implementation are: *Sebha, Oubary and Mourzouk, in Fezzan.*

The Program overall objective is: "Improving food safety, resilience and stabilization of rural communities in Libya through income improvement, of higher agricultural production and better and more efficient agro food value chain".

The Program specific objectives are: "Allowing farmers and breeders in Fezzan a more efficient use of natural resources , a better access to agricultural inputs and a better

capacity of producing and trading their products”; “Libyan Institutions are able to improve territorial agricultural development planning and assist better and efficiently farmers in improving their productions” .

1. Duty Station: Libya, Tripoli. Short missions may be foreseen in Tunisia and in Italy. Furthermore, short missions may be foreseen also in Fezzan depending on security conditions. Candidates should be ready to reach daily the project office in Tripoli fully autonomously.

2. Duration of assignment: 12 months renewable (1-month trial period is foreseen).

3. Minimum Requirements:

Education: Bachelor’s Degree in economy, Administration and Organization, Business Management, Finance or related fields. In alternative: Accountant or ICT or Agriculture economics diploma.

IT Skills: Knowledge of the MS Office applications, Internet and office technology equipment.

4. Desirable qualifications and skills:

Professional experiences

No specific professional experience is demanded; however, the following previous experiences will be considered as an asset:

- Previous experience in non-governmental organizations or as volunteer in development programmes
- Previous experience in data management through electronic spreadsheet software
- Previous experience in agricultural extension services and animation in rural communities

Social abilities and skills

Particular attention will be addressed to the followings:

- Presentation skills
- Organizational skills
- Autonomy

- Ethics and principle of cooperation
- Willingness to learn and to acquire experience
- Sense of responsibility and politeness
- Timely responsiveness
- Spirit of service and inclusiveness
- Patience and flexibility
- Capacity to entertain good relationships and avoiding conflicts in a multicultural context
- Availability to travel if and when necessary.

Nationality: Libyan

Languages:

- Arabic (Mother Tongue)
- English (minimum requirement B2)
- Italian language is considered as asset

5. Terms of reference

The Junior Assistant will assist the International Programme Coordinator in the implementation of the daily and routine Program activities, and he/she will work to perform the following tasks:

- Ensure the management of the project office in Tripoli and the management of the communication network, organize communications, organize files and archives;
- Support the Project Management Unit (PMU) in the management of the project accounting system and cash operations as well as financial basic operations;
- Prepare monthly financial statements, organize payment and record all supporting documents for project expenses;
- Prepare elaborate/ assist the PMU in the implementation of the Socio-economic diagnosis, work plan redaction and reporting
- Collaborate/ assist the capacity building component of the program addressed to the Libyan technicians, associations of women and group of producers;
- Act as tutor for the Libyan technicians/ stakeholders for the “distance learning” sessions and remote technical assistance activities of the program;
- Collaborate/assist the follow up of the women/men farmers associations supported by the program and facilitate the creation of new ones;

- Collaborate to the setting up, and follow up, of new economic groups of producers inside Libya;
- Participate to the economic analysis of possible actions for associations/economic groups of producers;
- Follow and report to the program managers, the activity monitoring system of the program;
- Participate to the preparation of the periodical program work plans of activities;
- Prepare and consolidate simple financial statements;
- Classify financial documents and prepare the necessary conditions to facilitate project audits;
- Organize/ support the missions in Libya of the CIHEAM Bari experts in short missions as well as study tour in Italy of Libyan beneficiaries;
- Accomplish any other task upon demand of the International Project Coordinator, within his/her capacities and skills with regard to the position;
- Fulfill CIHEAM Bari administrative rules and financial regulation as well as ethical clauses.

6. Selection procedures

A restricted Committee as foreseen by CIHEAM Bari procedures shall evaluate the compliance of candidatures. This Committee shall preselect the received CVs.

Therefore, only preselected candidates may be asked to be interviewed by phone/Skype and/or will be invited at CIHEAM Bari HQs for an interview.

During the interview, competences, and skills as well as experience, language, computer and presentation skills will be evaluated.

Assignment will be formalized prior to candidate agreement by national counterparts and Italian Embassy in Libya. Formalization will be in conformity with the CIHEAM Bari rules and Directives after approval of the candidate's CV as above and finally by the CIHEAM Bari Director.

The contract shall have probation period of 1 month. After this period, the assignment shall be confirmed or revoked, upon evaluation by the CIHEAM Bari International Project Coordinator.

Remuneration shall be in Euro, including taxes and all fees and obligations. Salary shall be quantified according to the real experience of the candidate.

7. Remuneration

Remuneration will be paid in Euro and it will include duties, social security, insurance and any kind of further tax charge.

The final remuneration will depend upon competencies, qualifications and experience of the selected candidate; however, approved compensation will not exceed similar junior position level within other Intergovernmental Organization.

CIHEAM permanent and non-permanent staff are expected to adhere to code of ethics and conduct of CIHEAM Bari that reflects the commitment to the fundamental values of the Organization.

8. Application procedure

All interested applicants shall submit the documents listed below by e-mail to the following e-mail address: cv@iamb.it.

Applicants are requested to specifying in the subject the following reference code: **"Ref n.: 11/2020/PROSAR/Coop.Ita. – "Vacancy for n.1 Junior Project Assistant"**.

Applications without the reference above will be excluded from the selection.

9. Mandatory annexes to the e-mail submission of application

The following documents must be annexed to the e mail:

- Curriculum Vitae (PDF format): Template Europass or EuropeAid in English, duly signed;
- Motivation Letter in English language (max 1 page, A4, Times New Roman, 12) duly signed (PDF Format). At the end of the letter the following disclaimer must be inserted:
"I am fully aware that contracting and taking function in Libya shall depend on the effective operational and security conditions. Then I authorize CIHEAM Bari to send my passport to the National Authorities to accomplish necessary steps for Security Clearance, freeing CIHEAM Bari by any responsibility for eventual delays occurred for such accomplishment".
- Personal data treatment statement duly signed for approval.

If one of documents above are missed, application will not be considered as valid.

The candidature shall be considered valid only if all attachments above are duly sent within deadline.

In case applicant is shortlisted, the following documents will be demanded within a deadline established by the evaluation committee:

- Recent court records
- Photocopy of valid passport (at least 6 months validity)
- Other necessary statements.

Contracting will be formalized only upon verification of the documents above by competent bodies. In case one of the above documents is not acquired within duly deadline or insurance committee reject the health questionnaire, shortlisted applicant will be not considered for further contracting.

10. Deadline

15 October 2020 (11.59 PM Italian time)

11. Personal data treatment

Applicants are aware that submission of their applications implies consensus to treat and manage their personal data (included sensitive ones). 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, the 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.

12. Safeguard clause

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.