



Vacancy announcement

Recruitment of a Part-time Deputy Administrator (24 hours/week) at the International Centre for Advanced Mediterranean Agronomic Studies, Mediterranean Agronomic Institute of Bari (CIHEAM - Bari)

Field: IT Manager.

Ref N°: 03/2018

Date of publication: 29 March 2018

Deadline for applications: 27 April 2018

Position: Deputy Administrator

Location: Bari (Italy)

Start date: July 2, 2018

Duration: 4 years renewable

1. 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. It was established in 1962 and is composed of thirteen Mediterranean member States (Albania, Algeria, Egypt, France, Greece, Italy, Lebanon, Malta, Morocco, Portugal, Spain, Tunisia and Turkey). Its General Secretariat is based in Paris. CIHEAM's missions are to train agriculture executives from the Mediterranean countries, to carry out studies and research on Mediterranean agriculture within its international context, and to implement cooperation and development projects with the countries and the actors of the Mediterranean region.

In conformity with the status of the organisation, CIHEAM-Bari announces a vacancy for the position of Deputy Administrator specialised in IT Management.

CIHEAM-Bari is a Centre for post-graduate training, applied scientific research and design of in-loco partnership actions within the framework of international cooperation programmes. It works mainly in four thematic areas: "Land and water resources management", "Integrated pest management of Mediterranean fruit and vegetable crops", "Mediterranean organic agriculture" and "Sustainable agriculture, food and rural development".

This place of work is Bari.

The selected applicant will be granted the status of CIHEAM-Bari Deputy Administrator, after approval by the Governing Board of CIHEAM (composed of 13 delegates from the 13 member States), with a 4- year renewable contract.



2. Roles and responsibilities

The recruited Part-time Deputy Administrator will cover the three missions of CIHEAM-Bari primarily in the Mediterranean region. The main role of the Deputy Administrator falls within the Administration unit and aims at:

- Managing information technology and computer systems;
- Controlling and evaluating IT and electronic data operations;
- Managing IT staff.

3. Qualifications

3.1 Education:

- Advanced university degree in Computer Science or similar field.

3.2. Professional experience:

- Proven 10 years of working experience as an IT manager or relevant experience;
- Excellent knowledge of technical management, information analysis and of computer hardware/software systems;
- Expertise in data centre management and data governance;
- Hands-on experience with computer networks, network administration and network installation;
- Ability to manage human resources.

3.3. Skills:

- Planning, organizing, controlling and evaluating IT and electronic data operations;
- Managing IT staff by training and coaching employees, communicating job expectations and appraising their performance;
- Designing, developing, implementing and coordinating systems;
- Ensuring security of data, network access and backup systems;
- Acting in alignment with user needs and system functionality to contribute to organizational policy;
- Identifying problematic areas and implementing strategic solutions in time;
- Auditing systems and assess their outcomes;
- Preserving assets, information security and control structures;
- Excellent command of spoken and written French and/or English (CIHEAM's two working languages). Another language (Mediterranean) would be a plus;
- Relational abilities for team and partnership work within a variety of socio-cultural contexts.



4. To apply

The application file must include the following documents:

- ✓ CV including:
 - Civil status;
 - Education;
 - Scientific activities, list of publications;
 - Experience in IT management;
 - Activities in international cooperation.
- ✓ Letter of motivation about the missions defined in the job profile (maximum 2 pages).

5. Selection process and remuneration

The applications will be examined by a committee of international experts. A shortlist will be created and the selected applicants will be invited for an oral presentation of their file. The committee will deliver an opinion to the Director of CIHEAM-Bari who will submit his choice to the Secretary General of CIHEAM, for approval by the Governing Board. The contract of Part-time Deputy Administrator of CIHEAM-Bari starts with a six-month probationary period.

The level of remuneration is determined in compliance with the CIHEAM-Bari salary grid, depending on the applicant's education (diplomas) and experience.

Deadline for application: 27 April 2018.

The application file must be sent by email using a maximum of 3 electronic pdf files to the following address: recruitment@iamb.it. Please report the reference number of the vacancy in the email subject.