



Vacancy announcement

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

Ref N°: 04/2018

Date of publication: 29 March 2018

Deadline for application: 27 April 2018

Position: Administrative Agent

Location: Bari (Italy)

Starting date: July 2, 2018

Duration: open-ended contract

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 actors of the Mediterranean region.

In conformity with the statute of the organisation, CIHEAM Bari announces a vacancy for the position of one Administrative Agent.

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".

The place of work is Bari.

The selected applicant will be granted the status of CIHEAM-Bari Administrative Agent following the CIHEAM General Staff Regulations with an open-ended contract.



2. Roles and responsibilities

The main role of the Administrative Agent is to assist the CIHEAM-Bari managing direction in:

- Preparing and editing mail, communication, presentations, reports and other documents;
- Providing support to different offices and research and cooperation units of CIHEAM Bari;
- Organizing institutional visits, international events and meetings;
- Taking and transcribing the minutes of meetings;
- Managing incoming and outgoing communication.

3. Qualifications

3.1. Education:

- High school degree

3.2. Professional experience:

- Minimum 5 years of experience in an international organization

3.3 Skills:

- Human and relational skills to work in a multi-cultural environment;
- Team orientation, ability to work co-operatively and effectively with others;
- Organizational and administrative management skills;
- Versatility and curiosity;
- Autonomous management of office procedures, events, and planning;
- Good command of spoken and written English and/or French (CIHEAM's two working languages);
- Common usage of work sharing and communication programmes.

4. To apply

The application file must include the following documents:

- ✓ CV including:
 - Civil status;
 - Education;
 - Employment record.
- ✓ Letter of presentation and motivation to apply for the position (maximum 2 pages).



5. Selection process and remuneration

The applications will be examined by an international committee. A shortlist will be created and the selected applicants might be invited for an oral presentation of their file. The committee will deliver an opinion to the Director of CIHEAM Bari. The contract of Part-time Administrative Agent of CIHEAM Bari starts with a six-month probationary period.

The level of remuneration is determined in compliance with the CIHEAM-Bari salary grid.

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.