



## **Vacancy announcement**

### **N. 1 Project officer**

#### **Project:**

***"Enhancement of Jordanian SMEs inclusiveness, competitiveness and sustainable innovation"***

**Ref. n.: 20R1/2021/JOR-PO/Coop.Ita.**

***Date of publication: 24/06/2021***

***Deadline for application: 23/07/2021***

***Position: Project Officer***

***Job Type: Consultant (non-permanent contract)***

***Duty stations for each assignment: Amman (Jordan)***

***Duration of assignment: Initial contract of 3 months, renewable.***

***Starting period: Second semester 2021 (indicative starting period September 2021)***

### **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 Project Officer** in Jordan for the cooperation project "Enhancement of Jordanian SMEs inclusiveness, competitiveness and sustainable innovation", funded by the Italian Ministry of Foreign Affairs and International Cooperation through the Italian Agency for Development Cooperation (AICS).

CIHEAM Bari, as the implementing body for this project, will be responsible for the development and coordination of all project activities, the preparation of the relevant documentation, reports on the state of implementation of the initiative and the administrative management of the financial contribution, granted in accordance with its regulations, rules and provisions.

The 30 months international cooperation project aims to promote the development of Small and Medium Enterprises (Smes) the Jordanian agri-food sector to become reliable exporters with competitive and innovative quality products and services for new and future markets, as well as for national markets.

The general objective of the project is "Inclusive economic growth and sustainable innovation of Jordanian SMEs promoted".

The specific objective is "Jordanian Smes have improved their marketing opportunities and access to national and international markets for quality agri-food products".

## **1. General required qualifications and skills**

**Nationality:** Italian

**Age:** Max 35 years old

**Languages:**

Italian (Mother Tongue)

English (minimum level required C1)

Local national languages will be considered an asset.

### **Professional Experience**

- Previous working experience with International Organization for International Cooperation, Italian Development Cooperation (AICS /DGCS) or International NGOs.
- Previous working experience on rural development in Developing Countries.

### **Specific requirements**

- **Education:**
  - Degree in Food Technologies or Degree in Agriculture with specialisation in agri-food processing.

- **Professional background and knowledge:**
  - Previous experiences and knowledge in food processing.
  - Good knowledge of HACCP and products certification.
  - Desirable previous working experiences in the Middle East and Jordan in particular.

### **Required abilities and skills**

- Knowledge of the international development program/ project's rules procedures.
- Knowledge of the Project Cycle Management and the Participatory Rural Appraisal (PRA) techniques.
- Expertise and analytical skills on rural development issues.
- Ability to work in a team.
- Good skills in writing reports in English language.
- IT Skills: excellent knowledge of the MS Office applications, Internet and office technology equipment and remote communication systems (Skype, Zoom).
- Capacity to entertain good relationships and avoiding conflicts in a multicultural context.
- Availability to move from current residence to the project duty station.

## **2. Terms of reference**

During the assignment, the project officer will work under the coordination, supervision and monitoring of the project manager and following the indications and rules of CIHEAM Bari headquarters.

He/she will work to perform the following tasks:

- Collaborate with the project manager, to prepare the overall and annual Work plans in coordination with CIHEAM Bari and according with Donor rules, to be submitted to the Steering Committee for approval.
- Collaborate to the implementation of the approved Work plan in loco by the Project Management Unit (PMU).
- Organise and monitor the PMU to implement the field activities foreseen by the approved Work plans.
- Manage the project's logistic issues in loco.
- Collaborate to the short missions in loco of the international experts.
- Support the administrative / accounting issue of the project, in accordance with the CIHEAM Bari rules and procedures.

- Participate in the organisation of events in loco under the approved Work plans.
- Collaborate to prepare, in collaboration with CIHEAM Bari experts, the project plan of capacity building based on participatory analysis of the local needs.
- Accomplish any other task upon demand by CIHEAM Bari within his/her capacities and skills concerning the position.
- Fulfil the CIHEAM Bari administrative and financial rules as well as its ethical clauses.

### **3. 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.

Formalisation 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 3 months. After this period, the assignment shall be confirmed or revoked, upon evaluation by the CIHEAM Bari International Project Coordinator.

### **4. 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 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.

### **5. Application procedure**

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

Applicants are requested to specifying in the email subject the following reference code:

***Ref. n.: 20R1/2021/JOR-PO/Coop.Ita. - "Application for Project Officer in Jordan"***

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

CIHEAM Bari is committed to achieving gender balance staff. Qualified female applicants are encouraged to apply for this position.

## **6. 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).
- Personal data treatment statement duly signed for approval.

If one of documents above are missing, application will not be considered as valid. The candidature shall be considered valid only if all attachments above are duly sent within deadline (23/07/2021).

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

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

Contracting will be formalised 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 rejects the health questionnaire, shortlisted applicant will be not considered for further contracting.

## **7. 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, 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.

## **8. 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.