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## **“Recovery, Stability and Socio-Economic Development in Libya programme - Baladiyati”**

### **Phase 2 (RSSD 2)**

#### **PROFESSIONAL VACANCY ANNOUNCEMENT**

**Reference Code:** Ref. n. 24/2021/LIB-SC/Coop.Ita.

**Date of publication:** 10/06/2021

**Deadline for application:** 30/06/2021

**Position:** Chief of Technical Assistance.

**Job Type:** International Expert in long mission (non-permanent contract).

**Duty station:** Tripoli (Libya).

**Duration of assignment:** 34 months.

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

**Profile:** Chief of Technical Assistance

**Programme:** “Recovery, Stability and Socio-Economic Development in Libya programme” – Phase 2 (RSSD 2)”, financed by the European Union and implemented by the Italian Agency for Development Cooperation (AICS).

#### **PROGRAMME DESCRIPTION**

The Programme RSSD 2 intends to plan, implement, monitor and evaluate of the income generation, job creation, livelihoods support activities and specific training activities, sub-delegated by the Italian Agency for Development Cooperation (AICS) to CIHEAM Bari within the framework of the Italian



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Cooperation Component of the “Recovery, Stability and Socio-Economic Development in Libya programme”– Phase 2 (RSSD 2).

CIHEAM Bari, as Sub-delegatee, will be engaged in developing the activities assigned by AICS within the related Sub Action.

With an **overall objective** “**to foster a more inclusive social and economic environment and stability in the Region**”, the Sub Action aims to:

- Contribute to creation of alternative livelihoods opportunities for local communities, returnees, migrants, refugees, IDPs;
- Support Business development infrastructure, develop tools, and train staff on local agricultural development.

## **TERMS OF REFERENCE**

**Duty station:** Tripoli, with short missions in Tunisia and in 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:** 34 months – including a three-months probation period – due to availability of funds and satisfactory performance.

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

### **1. KEY FUNCTIONS**

Chief of Technical Assistance

Under the overall supervision of AICS Regional Representative in Tunisia, in close collaboration with the Action P.M.U. team and particularly with the CIHEAM Bari HQ, the Chief of Technical Assistance supports the correct implementation of the assigned activities and reporting of the Programme implementation.



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In particular, she/he will perform the following tasks:

1. Initiate and coordinate the assigned activities to ensure timely and effective delivery of the expected outputs;
2. Draw up overall/annual work plans;
3. Fulfil progress and financial reporting obligations, both external (for the E.U.) and internal for AICS and CIHEAM Bari;
4. Plan and support the activities of the international experts in short mission in loco;
5. Set up the ToRs for international experts in short mission;
6. Contribute to the selection of the international experts in short mission;
7. Organise events (where needed) in loco under the approved work plan;
8. Fulfil the CIHEAM Bari administrative and financial rules as well as its ethical clauses;
9. Organisation, supervision, and daily monitoring of the approved Work Plan's implementation coordinated with Bari's CIHEAM headquarters;
10. Ensure the preparation of the annual and final financial reports; in any other financial reporting task and during the Audit procedures (internal and external);
11. Provide overall technical and operational support to the Programme Management Unit (P.M.U.), including preparing technical documents and reports;
12. Contribute to partner and stakeholder relationships, including liaison with the E.U. Delegations/Headquarters, Programme Governing Bodies, and the concerned Libyan stakeholders at central and local level (e.g. Ministries and municipal authorities);
13. Provide support to the tender evaluation committees, monitor the execution and closure of contracts, and coordinate any related documentation preparation;
14. Support the P.M.U. during internal and external audit/evaluation missions;
15. In collaboration with CIHEAM Bari HQ and the Administrative Office of AICS Tunis, ensure maximum publicity of the tender documents on the CIHEAM Bari institutional website,



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whereas applicable;

16. Ensure proper administrative implementation of the sub-delegation agreement with the application of the E.U. financial instrument of reference and the accounting procedures required;

17. Perform other duties as required.

## **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:

2.1.1 Mother tongue Italian;

2.1.2 University degree in Economic or equivalent Certificate of Higher Education or Diploma of Higher Education (level 5/6 European Qualification Framework E.Q.F.), matched with minimum 8 years highly qualified professional experiences in coordinating international projects in MENA/WANA regions;

2.1.3 At least 20 years of relevant professional experience working with international organisations, aid bodies in operational management/procurement/finance and administrative position;

2.1.4 Fluency in written and spoken English (C1 Level - Common European Framework of Reference);

2.1.5 Proficiency in the use of Microsoft Office applications.

### **2.2 Preferred requirements:**

2.2.1. High University degree (PhD or other Higher Education Courses recognised in the sector of interest) additional to the minimum requirements indicated in point 2.1.2 above;

2.2.2 Previous working experience in Libya.

2.2.3 Knowledge of rules, regulations and procedures in use by the E.U. (e.g. reporting obligations; PRAG) in developing countries with international organisations;



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Before submitting their application, candidates should assess whether they fulfil all the essential requirements specified in this vacancy notice. Start and end dates of all previous jobs and indication on whether they were full- or part-time should be clearly stated in the curriculum vitae. Details of any professional experience, training, research or studies must be provided in the application. Upon request, candidates must provide supporting documentation clearly indicating the duration and nature of those experiences.

### **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 should include:

- Motivation letter (maximum 1 page)
- Signed Curriculum vitae in English (Europass format);
- Copy of valid passport.
- Personal data treatment statement duly signed for approval.

Applicants are requested to specify the following reference code in the email subject: **Ref. n. 24/2021/LIB-SC/Coop.Ita. "Application for Chief of Technical Assistance in Libya "**

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

CIHEAM Bari is committed to achieve gender balance staff.

The applicants should also provide a telephone number and an email address for communications and notify CIHEAM Bari of any change occurred after submitting the application.

Please note that only complete applications received within the deadline will be accepted and considered.

### **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 stated in this announcement;



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- Application documents not signed;
- Application lacking of 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' admissibility regarding the presence of the essential requirements and the absence of causes for exclusion.

Subsequently, the CIHEAM Bari appoints a Commission, which meets the candidates' 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 50 points)**

Assessment of education, professional experience and competencies, and possession of preferred requirements as indicated in the documentation submitted by the candidate will be carried out according to the below parameters:

- ✓ Education – up to 15 points
- ✓ Language skills – up to 10 points
- ✓ Assessment of professional experiences – up to 25 points

### **5.2 Interview (Max 50 points)**

Only candidates scoring a minimum of 40 points under Preferred Requirements (comprised of art. 2.2.1, to art. 2.2.3 ) will be included in the shortlist and invited for an interview.

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

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



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connection with the interview.

## **6. RESULTS OF THE SELECTION**

The candidate with the highest score in the ranking is declared the winner and will be informed accordingly. In case of a decline by the winning 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.

The ranking list is published on CIHEAM Bari website.

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

## **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 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.



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