



VACANCY ANNOUNCEMENT

Reference Code: Ref. n.: 67/2022/KEN-PM/Coop.Ita.

Position: n. 1 International Project Coordinator

Date of publication: 29/07/2022

Deadline for application: 30/08/2022

Position: International Project Coordinator

Job Type: Consultant (non-permanent contract)

Duty station: Nairobi, Kenya

Duration of assignment: initial contract of 6 months – including a three-month probation period – with the possibility of extension for the entire project duration (36 months) based on the availability of funds and satisfactory performance

Starting period: at the end of the recruitment process

Project title: “SEMAKENYA II”- A resilient pathway to agroecology in Makueni County.

BACKGROUND

CIHEAM Bari intends to select a project coordinator funded by the Italian Ministry of Foreign Affairs and International Cooperation through the Italian Agency for Development Cooperation.

CIHEAM Bari, as executing body of this project, will be responsible for the development and coordination of all project activities, the preparation of the related documentation, the reports on the state of implementation of the initiative and the administrative management of the financial contribution, granted and managed under its regulations, rules, and provisions.

The “SEMAKENYA II” project will promote the decarbonisation process combatting climate change. The initiative will also promote the introduction of conservative agriculture and dry farming practices to increase the productivity of agricultural systems and counter the negative impact of climate change on local livelihoods.

The general objective of the initiative is "To contribute to improving the resilience of the rural population in Kenya".

The specific objective is "Makueni County, and local rural communities have strengthened their capacity to develop productivity and marketability of the rural productions".

1. TERMS OF REFERENCE

During the performance of the assignment, the international project coordinator will constantly interface with the management of CIHEAM Bari and/or with the authorised delegates, as well as with local institutional partners, to ensure:

- Drafting of global and annual operational plans.
- Drafting of mid-term and final technical reports.
- Smooth implementation of all the planned activities.
- Administrative/accounting management and monthly dispatch of on-site expense receipts, under the procedures of CIHEAM Bari.
- Organization of office work in person and (if necessary) remotely, activating and coordinating national and international experts on a short-term mission. The international coordinator will draw up the relevant Terms of Reference.
- Organization of periodic coordination meetings with local counterparts and country contact person of CIHEAM Bari.
- Guaranteeing the safety standards in compliance with the policies in force at CIHEAM Bari for implementing activities.
- Interaction and coordination with CIHEAM Bari's Cooperation Area.
- Interaction with the desk officer of CIHEAM Bari for all off-site and on-site fulfilments.
- Supervision of project's events and developing visibility, dissemination, and promotion material, in coordination with CIHEAM Bari's communication office.
- On behalf of CIHEAM Bari, establish fruitfully relations with the Kenyan and Italian authorities on site (AICS headquarters, Embassy of Italy, local counterparts, Ministries).
- Participation in the six-monthly monitoring meetings that will be held at CIHEAM Bari's headquarters in Italy.
- Performs other duties as required.

2. QUALIFICATIONS AND SKILLS REQUIRED

2.1 Educational qualification

- University degree in International Relations or similar subjects.

2.2 Professional experience

- Experience in planning and managing projects financed by international cooperation and/or the EU Commission.
- Knowledge of international regulatory instruments on development aid and general and sectorial guidelines of Italian cooperation.
- In-depth knowledge of the techniques and methodologies for formulating, managing, and monitoring international cooperation projects (Project Cycle Management and Logical Framework approach; Theory of Change).

2.3 Personal skills and capacities

- Organizational and management skills.
- Autonomy, sense of responsibility and spirit of initiative.
- Ability to establish and maintain constructive interpersonal relationships with the counterpart, the Donor, as well as with the beneficiaries and the Italian partner institutions.
- Social skills related to adaptation, flexibility, and responsiveness.
- Availability to travel.
- Ability to elaborate and draw up technical reports, work plans and other technical-financial documentation in English.
- Command of Italian and English and good skills in elaborating and drafting technical reports and detailed reports on the project progress as well as press releases and bulletins for communication and visibility activities.
- Strong skills in planning and organising teamwork and human resources management.
- Strong analytical and evaluation skills (gathering and evaluating information, managing information effectively, identifying alternatives and solutions, understanding complex reports).
- Strong synthesis skills; overview; innovativeness; learning; managing stress and complex situations.

2.4 Nationality

- Italian nationality

2.5 Languages

- Italian (mother tongue)
- English (C1 level required)

2.6 Essential requirements

- Previous work experience relating to development cooperation initiatives.
- Previous work experience in International Organizations.
- Previous work experience as project coordinator in development cooperation initiatives in Kenya.

2.7 Preferential requirements

- Previous work experience concerning cooperation initiatives for the development and application of management and administrative accounting procedures.

- Previous work experience as project coordinator in North African or Sub-Saharan countries.

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.

The application deadline is on 30/08/2022 at 23:59.

Applicants are requested to specify the following reference code in the email subject: **Ref. n. 67/2022/KEN-PM/Coop.Ita. "Application for International Project Coordinator in Kenya"**.

Applications without the above reference will be excluded from the selection. The application shall include:

- Motivation letter in English (maximum 1 page, A4, Times New Roman, 12), duly signed,
- Curriculum vitae in English (Europass format) duly signed.
- Copy of valid passport.
- Statement "Information about collecting, storing and processing Personal Data" duly signed for approval.

Qualified female applicants are encouraged to apply for this position as CIHEAM is careful to ensure an inclusive working environment, and CIHEAM Bari is committed to achieving a gender-balanced staff.

Applicants shall also provide a working telephone number and a valid email address for communications and timely notify CIHEAM Bari of any relevant change after submitting their application.

Please note that only complete applications received within the deadline will be accepted and considered. Before submitting their application, candidates shall assess whether they fulfil all the essential requirements specified in this vacancy notice. Start and end dates of all previous jobs and indication of whether they were full- or part-time shall be clearly stated in the curriculum vitae. Details of any professional experience, training, research or studies must be provided in the CV. Upon request, candidates must provide supporting documentation clearly reporting the duration and nature of those experiences.

4. EXCLUSION FROM SELECTION PROCEDURES

Applications containing the following defects **will not be considered**:

- Applications lacking any of the essential eligibility requirements as per art. 26.
- Applications received after the deadline reported in this announcement.
- Unsigned application documents.
- Applications lacking 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' eligibility regarding the presence of the essential requirements and the absence of causes for exclusion. Subsequently, CIHEAM Bari appoints a Commission, which meets the requirements for autonomy and impartiality.

Following CIHEAM Bari procedures, 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 40 points): Assessment of education, professional experience and skills, and compliance with essential and preferential requirements as indicated in the documentation submitted by the candidate will be carried out according to the following parameters: Education – up to 10 points; Language skills – up to 10 points; Assessment of professional experience – up to 20 points.
- 5.2 Interview (Max 60 points): Only candidates scoring a minimum of 30 points under essential and preferential requirements will be included in the shortlist and invited for an interview. The interview will take place via video conference (e.g., Skype or Zoom) in the required languages as per call for applications. It shall assess the applicant's knowledge and experience, his/her ability to carry out the task in question, the language skills required, and any other skills deemed necessary for the post to be filled. The interview notice is sent by email to the address provided by the candidate at the time of application. Applicants shall not be entitled to reimbursement of any costs incurred in connection with the interview.
- 5.3 CIHEAM Bari will assess the candidate according to its rules and Regulations. Such assessment will be based on *intuitus personae* since these assignments fall within intellectual work performance.

The assignment will be formalised in accordance with CIHEAM Bari regulations after approval of the CV of the eligible candidate by the CIHEAM Bari Director.

An initial three-month probationary period will be granted, after which the appointment may be confirmed or withdrawn.

6. RESULTS OF THE SELECTION

The winner is the applicant with the highest score in the total ranking and will be informed accordingly. In the event of withdrawal by the successful 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.

Please note that, **in the event of successful selection**, the winner candidate shall provide the following documents, failing which the contract cannot be concluded:

- Recent extract from criminal records.

- Scanned copy of valid passport (at least 6 months).
- Registration in CIHEAM Bari CV ROSTER (online at: <https://cviamb.iamb.it/gestione/p/login>).

Failure to comply with any of the above points will result in exclusion from the ranking list and subsequent steps for recruitment.

7. CONTRACT AND REMUNERATION

Contract will be issued and signed once all items listed in chapter 6 are fulfilled.

Salary, allowances, and other conditions are subject to CIHEAM Bari rules and regulations; in particular, they will be set based on professional seniority, specific professional qualification and level of competence concerning the responsibilities and specific tasks the successful candidate will be required to perform.

Remuneration will be paid in Euros, including charges, social security, insurance, and any additional tax charge. Approved remuneration will not exceed similar position levels within other Intergovernmental Organisations. Permanent and non-permanent staff are expected to adhere to the code of ethics and conduct of CIHEAM Bari that reflects the commitments to the Organization's core values.

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

8. PERSONAL DATA PROCESSING

Applicants are aware that submitting their application implies consensus to process and manage their personal data (including sensitive data). This data will be managed exclusively by CIHEAM Bari's staff, who oversee storing and using the application file. CIHEAM Bari is committed to managing personal data in compliance with privacy obligations issued last 5 July 2019 ("Information Security and Personal Data Protection Policy"), based on EU Regulation 679/2016 – "General Data Protection Regulation" including subsequent amendments.

9. 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.

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