



PROFESSIONAL VACANCY ANNOUNCEMENT

N. 1 Junior Communication Specialist

Project: "Capacity building istituzionale sui temi dell'emergenza fitosanitaria e sugli interventi di sostegno previsti nel "Piano straordinario per la rigenerazione olivicola della Puglia" di cui al D.M. 2484/2020"

Project: "Institutional capacity building on plant health emergency issues and support measures included in the "Extraordinary Plan for the Regeneration of Olive Groves in Puglia" in accordance with Ministerial Decree 2484/2020"

Reference Code: Ref. n. 07/V/2024

Date of publication: 30/07/2024

Deadline for application: 30/08/2024

Position: Junior Communication Specialist

Job Type: Consultant (non-permanent contract)

Duty station: CIHEAM Bari (Valenzano) with missions in Italy and abroad (EU and Med Countries)

Duration of assignment: Initial contract of 12 months - including a three-month probationary period - with the possibility of extension for the full duration of the project (36 months), subject to availability of funds and satisfactory performance.

Starting period: CIHEAM Bari reserves the right to appoint the candidate to the position only after the administrative and financial procedure for the allocation of the project funding has been completed.

Project title: Institutional capacity building on plant health emergency issues and support measures included in the "Extraordinary Plan for the Regeneration of Olive Groves in Puglia" in accordance with Ministerial Decree 2484/2020.

BACKGROUND

The Mediterranean Agronomic Institute of Bari (CIHEAM Bari) intends to select a Junior Communication Specialist in the framework of the project *“Piano straordinario per la rigenerazione olivicola della Puglia”* (*“Extraordinary Plan for the Regeneration of Olive Groves in Puglia”*) in accordance with Ministerial Decree 2484/2020, adopted by Interministerial Decree No 2484 of 6 March 2020 implementing Article 8-quater of Law No 44 of 21 May.

The Puglia Region is responsible for implementing the provisions of Decree No. 2484/2020. The region has identified a series of actions to be carried out in the areas of information, communication and training on the measures included in the Plan. Among these actions, CIHEAM Bari has been entrusted with the implementation of institutional capacity building on plant health emergency issues and support measures provided for in the Plan.

TERMS OF REFERENCE

Duty station: CIHEAM Bari (Valenzano) with missions in Italy and abroad (EU and Med Countries)

Contract and Remuneration: Salary, benefits and other conditions are offered in accordance with CIHEAM Bari's regulations and are determined based on professional seniority, specific professional qualification and level of competence, taking into account the responsibilities and specific tasks that the successful candidate will be required to perform.

Project duration: 36 months

Duration: Initial contract of 12 months - including a three-month probationary period - with the possibility of extension for the full duration of the project (36 months), subject to availability of funds and satisfactory performance.

Expected start date: At the end of the recruitment process.

Line manager: CIHEAM Bari Communication Manager in coordination with the Scientific Coordinator of the project.

1. KEY FUNCTIONS

Throughout the assignment, the JUNIOR COMMUNICATION SPECIALIST will constantly interact with CIHEAM Bari's Communication Manager and/or authorised delegates, as well as with other members of CIHEAM Bari's External Relations and Communication Office to:

- Contribute to the development and implementation of communication strategies, outputs and campaigns.
- Create, edit, and publish content for various platforms, including social media and websites.
- Contribute to the creation of visual content, such as infographics, photos, videos, and presentations.
- Collaborate with graphic designers and other team members to produce high-quality multimedia materials.
- Conduct research and analysis to identify communication trends and opportunities.

- Participate in periodic coordination meetings with the Project Manager and Communication Manager.
- Interact with the project Communication Manager concerning the project's events and in the development of visibility, dissemination, and promotion materials.
- Support the elaboration of Communication reports.

2. QUALIFICATIONS AND SKILLS REQUIRED

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:

- Bachelor's degree in communications, Public Relations, Journalism, Marketing, or a similar discipline or First University degree with additional years of related work experience and/or trainings/courses.
- Proven professional experience of at least 3 years working as communication specialist in international projects or in Institutions/Entities/Companies.
- Experience in developing and implementing communication plans.
- Experience with digital communication tools and content management systems
- Familiarity with social media platforms and analytics tools.
- Proficiency in the use of Microsoft Office programme (Word, Excel, Power Point).

2.2 Languages

- Italian (Mother Tongue or C2 level)
- English language proficiency is mandatory, while French language proficiency is considered an advantage.

2.3 Personal skills and capacities

- Communication skills: Effective communication with team members, ability to manage stakeholders and Institutions.
- Understanding of Capacity Building: knowledge of capacity building principles and how they apply to the specific project
- Organisational skills: Strong organisational abilities to plan and execute tasks efficiently.
- Time management: Efficient management of project timelines and deadlines.
- Problem-solving skills: Addressing challenges and finding solutions effectively.
- Adaptability: Being flexible and able to adjust to changing project requirements or circumstances.
- Team building: Fostering a positive team environment and promoting collaboration.

2.4 Preferred requirements:

- Experience with graphic design software (e.g., Adobe Creative Suite, Canva).

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 **30/08/2024 at 23:59**.

Applicants are requested to specify the following reference code in the email subject: **Ref. n. 07/V/2024 “Application for Junior Communication Specialist”**. 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 aims to ensure an inclusive working environment and 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 will not be considered if:

- lacking any of the essential eligibility requirements
- received after the deadline
- documents are not duly signed
- lacking necessary documents as per the above procedure.

5. EVALUATION OF APPLICATIONS

Once the terms of validity of the notice have expired, CIHEAM Bari assesses the applications' eligibility regarding the fulfilment of the essential requirements and the absence of causes for exclusion. Subsequently, CIHEAM Bari appoints a Commission that meets the requirements of 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 40 points)

Assessment of education, professional experience and skills, as well as compliance with essential and preferential requirements as indicated in the documentation submitted by the candidate will be conducted 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 at least 30 points under essential and preferred requirements will be shortlisted and invited for an interview.

The interview will be held remotely through video conferencing platforms, such as Skype or Zoom, and conducted in the languages indicated in the application call. It shall assess the applicant's knowledge and experience, ability to carry out the above tasks, the required language skills, and other necessary abilities to determine whether the candidate's profile aligns with the present position. The interview notice will be 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 within the interview process.

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 Director of CIHEAM Bari.

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

6. RESULTS OF THE SELECTION

The successful candidate 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 – depending on financial resources availability.

In the event of equal scores, the youngest candidate will be preferred.

Please note that, **if selected**, the successful candidate shall provide the following documents:

- Scanned copy of a valid passport (at least 6 months).
- CIHEAM Bari health questionnaire, completed in every required field.
- Registration in CIHEAM Bari CV Roster of Experts (<https://cviamb.iamb.it>).

Candidates should comply with the above points to avoid exclusion from the ranking list.

Due to essential service reasons, the successful candidate must take up service within one month from selection. In case availability is not granted, CIHEAM Bari reserves the right to appoint another candidate from the ranking list.

7. CONTRACT AND REMUNERATION

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 the level of similar positions in other Intergovernmental Organisations. Permanent and non-permanent staff are expected to

comply with to the Code of ethics and conduct of CIHEAM Bari that reflects the commitment to the Organisation's core values.

8. PERSONAL DATA PROCESSING

Applicants are aware that submitting their application implies consent to the processing and management of their personal data (including sensitive data). This data will be managed exclusively by CIHEAM Bari staff, who supervise the storage and use of the application file. CIHEAM Bari is committed to managing personal data in compliance with the privacy obligations issued on 5 July 2019 ("Information Security and Personal Data Protection Policy"), based on EU Regulation 679/2016 – "General Data Protection Regulation" including subsequent amendments.

9. FINAL PROVISIONS

CIHEAM Bari reserves the right to appoint the candidate to the position only after the administrative and financial procedures for the allocation of the project funding have been completed and following the approval and non-objection of the competent authorities/institutions. CIHEAM Bari may not go through the appointment procedure also for discretionary reasons. The position is not a permanent job within the CIHEAM Bari or the project itself and is subject to periodic monitoring. If *force majeure* obliges the consultant to return to Italy, the remuneration will be re-determined accordingly.