



PROFESSIONAL VACANCY ANNOUNCEMENT

FOR MULTIPLE POSITIONS

PROJECT: “NET-Work You: Creation of a Skills Network to Increase Employment Opportunities for Young Egyptians in the Green Job Sector”

Reference Code: Ref. n. 02.1/V/2024

Date of publication: 11/04/2024

Deadline for application: 30/05/2024

Positions:

- N. 1 Local Facilitator in Egypt (full-time)**
- N. 1 Local Expert in Egypt (full-time)**
- N. 1 Assistant to Project management in Italy (part-time)**
- N. 1 Desk Monitoring Officer in Italy (part-time)**
- N. 1 Didactic Expert in Italy (part-time)**
- N. 1 Project Focal Point in Egypt (part-time)**
- N. 1 Accountant/Secretary in Egypt (part-time)**

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

Duty station: *Italy and Egypt.*

Duration of assignment: *initial contract of 12 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: *CIHEAM Bari reserves the right to proceed with the candidate's appointment to the position only after the administrative and financial procedure for the allocation of the project funding has been completed, following clearances, and no objections have been received from the competent authorities/institutions.*

Project title: *“NET-Work You: creation of a skills NETWork to increase employment opportunities for YOUNg Egyptians in green job sector”-ICMPD/2024/MPF-357-461-006*

1. BACKGROUND

The NET-Work You project aims to create a pioneering and sustainable model of circular and skilled labour mobility between Italy and Egypt. The project will provide traineeships to 100 young Egyptians in the Apulia region of Southern Italy, focusing on the green economy, digitalization, and agriculture. A comprehensive training program in both Egypt and Italy will equip participants with skills to enhance their employment prospects in both countries. The project also seeks to establish a Mediterranean multi-stakeholder network to foster public-private partnerships and exchange good practices at local, regional, and national levels.

2. TERMS OF REFERENCE

2.1 - n.1 LOCAL FACILITATOR IN EGYPT

The expert will support the implementation of activities in Egypt, specifically concerning communication and visibility. He/she will work in close collaboration with the Communication Officer in Italy and under the supervision of the Project Manager. In detail, he/she will assist in the preparation of the project's communication plan and coordinate, in collaboration with the Communication Officer and the Project Manager, the visibility and communication activities to be implemented in Egypt as outlined in the Project document and the visibility plan. He/she will also support the preparation of communication materials, ensuring compliance with EU communication rules, and will liaise with local suppliers for communication activities and the organization of events and conferences in Egypt.

Location: CIHEAM Bari Cairo Office, Egypt

Type of Position: Part-time

Contract Duration (1st Phase): August 1, 2024 - April 14, 2025

Duties and Responsibilities:

Task 1: Participate in Project Communication Plan Development

- Draft and implement a detailed communication plan, including objectives, strategies, targets, key messages, and distribution channels, in coordination with the Project Manager and Egyptian staff.

Task 2: Support the Preparation of Communication Material

- Coordinate with the Project Manager and Communication Expert to prepare communication materials such as press releases, newsletters, brochures, and videos related to activities in Egypt.
- Collaborate with external suppliers in coordination with the Project Manager, Communication Expert, and the Egypt team to produce communication materials, ensuring quality and timely delivery.
- Work with the Project Manager and Communication Officer to support the project team in preparing PPT presentations, news updates, and other communication materials.
- Manage social media accounts to highlight activities implemented in Egypt.
- Maintain relationships with communication service providers, ensuring that activities adhere to contractual agreements.
- Assist in organizing events, conferences, and visibility activities in Egypt as outlined in the project document and communication plan, working closely with the Egypt project team and in coordination with the Project Manager and Communication Officer.
- Ensure that all communication activities and visibility materials related to the activities in Egypt comply with European Union communication rules and requirements, including proper visibility and use of the EU logo.

Task 3: Additional Responsibilities:

- Participate in required meetings
- Submit monthly reports
- Perform other tasks as needed.

Requirements:

- Degree or equivalent experience in communication, public relations, marketing, or a related field.

- 5 years of experience managing communication projects, including developing communication plans for international projects and/or non-profit organizations.
- Experience in social media management.
- In-depth knowledge of communication best practices.
- Excellent writing and communication skills.
- Strong organizational and managerial skills with attention to detail.
- Proficiency in Arabic and English.

Preferred Requirements:

- Experience in managing projects funded by the European Union.
- In-depth knowledge of the European Union's communication rules.

2.2 - n. 1 LOCAL EXPERT IN EGYPT

The expert will support and facilitate the Project Manager in implementing activities in Egypt. He/she will be responsible for the setup, organization, and follow-up activities with companies, universities, incubators, and participant selection in Egypt. He/she will facilitate relationships with partners and local stakeholders and participate in meetings in Egypt, if requested. The expert will also support the team in collecting information and preparing quarterly and final reports according to the format provided by the donors.

Key responsibilities include:

- Undertake an assessment to identify four specific profiles (Output 1.2).
- Set up a Mediterranean multi-stakeholder network (Output 1.4).
- Conduct the selection of participants in Egypt (Output 2.1).
- Develop and carry out pre-departure training (Output 2.2).
- Implement capacity-building programs for public and private entities in Egypt (Output 3.1).
- Facilitate job placement in Egypt (Output 3.2).

Location: CIHEAM Bari Cairo Office, Egypt

Type of Position: Full-time

Contract Duration (1st Phase): August 1, 2024 - April 14, 2025

Duties and Responsibilities:

Task 1 (Output 1.2): Undertaking an Assessment to Identify Four Specific Profiles

- Conduct a desk study on available information regarding green jobs in Egypt and the needs of the labor market.
- Analyze the data and prepare a report.
- Contribute to drafting the terms of reference (ToR) for the field assessment.
- Conduct participatory workshops and interviews to identify the required profiles.
- Compile findings into a comprehensive report.

Task 2 (Output 2.1): Conducting the Selection of Participants in Egypt

- Participate in developing selection criteria and processes for identifying suitable participants.
- Coordinate outreach and recruitment efforts.
- Organize and oversee the selection process, ensuring transparency and fairness.

Task 3 (Output 2.2): Developing and Carrying Out Pre-Departure Training

- Contribute to designing training programs tailored to the needs of the selected participants.
- Support the logistical organization and follow-up of training programs to be implemented in Egypt.
- Coordinate with training providers and subject matter experts to deliver the training.
- Monitor and evaluate the effectiveness of the training programs.

Task 4 (Output 3.1): Implementing Capacity-Building Programs for Public and Private Entities in Egypt

- Assess the capacity-building needs of public and private entities.
- Contribute to developing training and capacity-building program activities.
- Identify local consultants or trainers (individuals or companies).
- Support the preparation of contracts and terms of reference (ToR).
- Assist in preparing necessary documentation, including specifications and ToRs, in accordance with required procedures.

- Evaluate the impact of these programs and make recommendations for improvement.
- Ensure the delivery of capacity-building program materials and evaluation reports.

Task 5 (Output 3.2): Accompanying Job Placement in Egypt

- Identify and liaise with local NGOs, employers, and industry stakeholders to identify job opportunities for participants.
- Support the preparation of contracts and ToRs.
- Monitor the job placement process and provide ongoing support to participants and employers.

Task 6: Support to the Project Manager for the Coordination of Activities in Egypt

- Follow up, monitor, and ensure the correct implementation of project activities in Egypt.
- Attend meetings in Egypt, if required.
- Facilitate contact with Egyptian partners and stakeholders

Task 7: Monitoring and Reporting

- Participate in monitoring meetings.
- Provide quarterly and final narrative and technical reports.
- Collect data about participants in the activities.
- Support the preparation of quarterly and final reports according to the format required by the donor.

Requirements:

- Bachelor's degree in Social Sciences, Economics, Agriculture, Environmental Studies, or related fields, or proven experience in international development projects.
- At least 15 years of experience in coordinating and organizing activities (e.g., trainings, meetings, etc.).
- Proven experience in conducting high-quality assessments and mappings.
- Familiarity with participatory approaches and strong experience in using these methodologies.
- A solid understanding of the local context and ongoing changes in the sector.
- Awareness of gender equality, gender transformations, and responsive programming.
- Excellent written and verbal communication skills in English.
- A proven ability to produce concise, focused, and easily understandable reports.

2.3 - n. 1 ASSISTANT TO PROJECT MANAGEMENT IN ITALY

Location: CIHEAM Bari, Italy

Type of Position: Part-time (25%)

Contract Duration: May 15, 2024 – April 14, 2025

Duties and Responsibilities:

Task 1: Project Management Support

- Support the preparation of correspondence and official documents as required by project activities.
- Assist in organizing events, workshops, and round tables, including the preparation and dissemination of information and follow-up communications, liaising on logistical and administrative matters with the relevant offices within CIHEAM Bari.
- Collaborate in organizing field visits and missions in Egypt and Italy involving Egyptian and/or Italian delegations.
- Ensure compliance with travel and per diem payment regulations for participants in organized events.
- Support the Project Manager in preparing specifications for tenders and calls for services and purchases, as well as collecting quotations in Italy.

Task 2: Reporting

- Assist in maintaining records and archives of activities in Italy.
- Ensure the archiving of documentation for all project outputs and data resulting from activities implemented by CIHEAM Bari in Italy.
- Collaborate in preparing monthly, quarterly, annual, and final reports by gathering and compiling the necessary information, using the templates provided by the donor.
- Support the Project Manager in tracking and collecting information on the progress of all project activities and regularly updating on progress.
- Assist the project team in preparing periodic reports on the status of project activities to be shared with stakeholders.

Task 3: General Support

- Participate in required meetings.
- Interface with Administration and Accounting contacts as needed.
- Submit monthly reports.
- Perform other duties as necessary.

Requirements:

- Degree in a field relevant to the duties to be performed.
- At least 3 years of previous experience in international projects or non-profit organizations.
- Good knowledge of M&E tools and Project Cycle Management.
- Excellent written and spoken English.
- Ability to work independently and organize work to meet tight deadlines.
- Proficiency in Microsoft Office.
- Strong problem-solving skills.

Preferred Requirements:

- Previous experience as a coordination assistant.
- Knowledge of European Union procedures.
- Proficiency in Arabic (written and spoken).

2.4 - n. 1 DESK OFFICER IN ITALY

Location: CIHEAM Bari, Italy

Type of Position: Part-time (25%)

Contract Duration: May 15, 2024 - April 14, 2025

Duties and Responsibilities:

Task 1: Support in Expense Management and Supervision

- Support the Financial Officer and Project Manager in planning expenditures and resources and monitoring the budget.
- Ensure the proper archiving of expenses related to project activities managed by CIHEAM in Italy, including timesheets and other documents for financial management, monitoring, and archiving.
- Monitor expenditure variances and implement corrective measures as needed to ensure adherence to spending limits.
- Provide support for requests for extensions and modifications, primarily focusing on accounting and financial aspects.

Task 2: Support in Preparing Tenders and Bids

- Collaborate with the procurement and tendering office of CIHEAM Bari in preparing tenders and bids for CIHEAM Bari, following the procedures and requirements established by the donor organization.
- Work with the Project Manager to ensure that tenders and bids are accurately and comprehensively prepared.
- Collaborate with the legal team in drafting and negotiating contracts with selected suppliers.
- Keep track of all procurement activities, including orders placed, contracts signed, and expenses incurred.

Task 3: Administrative Support

- Prepare contracts for experts and liaise with internal administrative offices, donors, partners, and project offices in other countries, under the coordination of the project managers.
- Provide logistical support to the project and manage data archiving (both paper and electronic).
- Potentially undertake short missions to Egypt.

Task 4: Reporting

- Prepare monthly, quarterly, semi-annual, and annual financial reports according to the methods, timelines, and formats required by the donor organization.
- Support the Financial Manager of Confcooperative in collecting all expenses, verifying, and consolidating expenditure information for CIHEAM Bari.
- Collaborate with auditors by providing all required information and assisting during audit activities.

Requirements:

- Degree or equivalent experience in finance, accounting, economics, or a related field.
- Proven experience of 5 years in financial and administrative management, preferably in international projects or non-profit organizations and in supporting EU-funded projects.
- Knowledge of tendering and bidding procedures.
- Excellent budget management and expense monitoring skills.
- Strong analytical and problem-solving abilities.
- Proven communication and teamwork skills.
- Professional proficiency in English and Italian.

Other Skills:

- Proficiency in using software packages and multiple systems related to administration and finance, including MS Office or equivalent packages.
- Ability to complete tasks to a high standard, prioritize actions and tasks, and meet tight deadlines.
- Possession of analytical skills and attention to detail.

Preferred Requirements:

- Knowledge of donor agency management, administrative procedures, and technical requirements (EU procedures, PRAG).
- Familiarity with administrative manuals and guidelines used by the EU for international development cooperation.

2.5 – n. 1 DIDACTIC EXPERT IN ITALY

Location: CIHEAM Bari, Italy

Type of Position: Part-time (50%)

Contract Duration: May 15, 2024 - April 14, 2025

Duties and Responsibilities:**Task 1: Technical Supervision of Training Programs:**

- Participate in the analysis of profiles through a detailed examination of the graduates' profiles, including their skills, abilities, and areas for development.
- Ensure the quality and relevance of training programs and internships in line with the project's objectives.
- Collaborate with Italian and local experts to prepare the training programs for the pre-departure modules to be organized in Egypt, clearly defining the objectives, planned activities, expected outcomes, and requirements for participants.
- Work with the Project Manager to identify other experts to be involved in the training programs and project activities related to Outputs 2.1, 2.2, and 2.3.
- Provide technical assistance in preparing the Terms of Reference (TOR) and specifications for the activities and studies outlined in Outputs 1.2, 1.3, and 1.5.
- Contribute to the creation of a "Competency Framework," as outlined in Output 1.3, which defines the key competencies needed for success in the sector and guides the professional development of graduates.

Task 2: Support for Training Activities and Internships in Italy:

- Provide technical support to the project team in the design, development, and implementation of training programs and internships in Italy.
- Monitor the implementation of training programs and internships in Italy, ensuring adherence to timelines and the quality of the activities performed.

Task 3: Collaboration with the Project Team:

- Actively collaborate with other members of the project team to ensure consistency and synergy between the training activities and the overall objectives of the project.
- Participate in regular project team meetings to provide updates on the progress of training activities and internships.

Requirements:

- Degree or equivalent experience in a relevant field (e.g., education, vocational training, social sciences).
- Proven experience in designing, developing, and implementing training programs and/or internships.

- Knowledge of best practices and methodologies in teaching and learning.
- Excellent communication and interpersonal skills.
- Team-oriented with the ability to work in a multicultural environment.
- Professional proficiency in Italian and English.

2.6 – n.1 PROJECT FOCAL POINT IN EGYPT

Location: CIHEAM Bari Cairo Office, Egypt

Type of Position: Full-time

Contract Duration: October 1, 2024 – April 14, 2025

Duties and Responsibilities:

Task 1: Coordination and Organization of Activities

- Oversee and coordinate all project-related activities in Egypt, ensuring they are carried out efficiently and in line with the project objectives and timelines.

Task 2: Identification of Local Experts and Trainers

- Identify and engage suitable local experts and trainers to be involved in the project's activities, ensuring that their expertise aligns with the project's requirements.

Task 3: Liaison with Partners

- Liaise with local partners, companies, and institutions to ensure strong cooperation and coordination.

Requirements:

- Proven experience in project coordination and management, preferably in an international development context.
- Strong organizational skills, with the ability to manage multiple tasks and meet deadlines.
- Experience in engaging and managing local experts and trainers.
- Excellent communication and interpersonal skills, with the ability to liaise effectively with diverse stakeholders.
- Knowledge of the local context, including familiarity with local partners, companies, and institutions.
- Proficiency in English and Arabic.

Preferred Skills:

- Experience in organizing events and managing logistics.
- Understanding of international development principles and practices.
- Ability to work independently and as part of a multicultural team.

2.7 n.1 ACCOUNTANT/SECRETARY IN EGYPT

Location: CIHEAM Bari Cairo Office, Egypt

Type of Position: Full-time

Contract Duration: October 1, 2024 -April 14, 2025

Duties and Responsibilities:

Task 1: Secretarial Support

- Perform general administrative tasks, including managing correspondence, scheduling meetings, and maintaining records.
- Prepare and file documents, reports, and communications as required.
- Assist with the preparation of meeting agendas and minutes.

Task 2: Logistic Support

- Assist in organizing logistics for projects activities, events, and visits.
- Provide support for visa processing and ensure timely arrangements for project participants.

Requirements:

- Degree in Accounting, Business Administration, or related fields.

- 3 years of experience in secretarial or administrative roles, preferably within international projects.
- Strong attention to detail, with proficiency in English and Arabic.

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 **30/05/2024 at 23:59**.

Applicants are requested to specify the following reference code in the email subject: **Ref. n. 02.1/V/2024 "Application for multiple positions NET-WORK YOU Project"**. 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. With reference to the "Qualifications and Skills Required" section (2.2 Languages), it is highly recommended to specify the language proficiency level according to the Common European Framework of Reference for Languages (CEFR). 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 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. 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 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 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 charges. 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.

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 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. FINAL PROVISIONS

CIHEAM Bari reserves the right to proceed with the candidate appointment to the position only after the administrative and financial procedure for the allocation of the project funding has been completed and following clearances and no objections received from the competent authorities/institutions. CIHEAM Bari may not go through the assignment procedure also for discretionary reasons. The position is not a permanent job within the CIHEAM Bari or the project itself and is subject to periodical monitoring. If force majeure obliges the consultant to return to Italy, the remuneration will be re-determined accordingly.