



STAFF VACANCY ANNOUNCEMENT

Recruitment of a TECHNICAL SERVICE AGENT (B6, full-time) at the International Centre for Advanced Mediterranean Agronomic Studies, Mediterranean Agronomic Institute of Bari (CIHEAM -Bari)

Ref. n.: 9/V/2024

Date of publication: 23 September 2024

Deadline for application: 23 October 2024

Position: *Service Agent (Grade B6) Full-time*

Duty station: *CIHEAM Bari Liaison Office in Tricase (Lecce), Italy*

Starting date: 1 December 2024

Contract: *open-ended contract, with a six-month probationary period*

BACKGROUND

The Mediterranean Agronomic Institute of Bari (CIHEAM Bari, Italy) 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. It was established in 1962 and is composed of thirteen Mediterranean Member States (Albania, Algeria, Egypt, France, Greece, Italy, Lebanon, Malta, Morocco, Portugal, Spain, Tunisia and Turkey). Its General Secretariat is based in Paris. CIHEAM's mission is to train agriculture executives from the Mediterranean countries, to carry out studies and research on Mediterranean agriculture within its international context, and to implement cooperation and development projects with the countries and actors of the Mediterranean region. CIHEAM Bari is a Centre for post-graduate training, applied scientific research and design of *in-loco* partnership actions within the framework of international cooperation programmes.

TERMS OF REFERENCE

In conformity with the Statute of the Organisation, CIHEAM Bari announces a vacancy for the position of n.1 Technical Service Agent (Grade B6), full-time, at CIHEAM Bari liaison office in Tricase (Lecce), Italy.

The selected applicant will be granted the status of CIHEAM Bari official as Agent, following the CIHEAM General Staff Regulations with an open-ended contract. The contract starts with a six-month probationary period.

1. ROLES AND RESPONSIBILITIES

Under the overall supervision of the CIHEAM Bari Director as well as of the Technical and Scientific Coordinator of the CIHEAM Bari Liaison Office in Tricase (Lecce), the main role of the Agent is: **TECHNICAL SERVICE AGENT**.

Purpose of the job: To provide essential technical and logistical support to the Organization's staff and operations.

Key Functions/Results:

- **Maintenance:** Undertake regular minor maintenance tasks on the buildings and infrastructure of the Tricase Liaison Office.
- **Logistics:** Assist in the logistical planning and execution of institutional visits, international events, and meetings.
- **Technical support:** Provide operative and logistical support to the administrative, research, and cooperation units.
- **Versatility:** Perform a variety of tasks as needed, demonstrating flexibility and adaptability to other duties, such as driving and groundskeeping.

2. QUALIFICATIONS AND SKILLS REQUIRED

Minimum Requirements:

- Middle school diploma. Additional qualifications and certificates will be appreciated.
- A minimum of 5 years of proven experience in a similar support role.
- Basic command of spoken and written English.

Qualifications and Skills:

- Strong organizational and time management skills.
- Good communication and interpersonal skills.
- Ability to work independently and as part of a team.
- A valid driver's license.
- Basic knowledge of building maintenance and groundskeeping is preferred.

Additional Requirements:

- Independent user in all programs in the Microsoft Office Suite.
- Previous work experience with International Organizations.

3. APPLICATION PROCEDURE

All interested applicants shall submit the application, duly dated, and signed, in pdf format, to the following email address: recruitment@iamb.it

The application deadline is **23/10/2024**.

Applicants are requested to specify the following reference code in the email subject: **“Vacancy Ref. n. 9/V/2024”**. 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 or ID card.
- Statement “*Information about collecting, storing and processing Personal Data*”, duly signed for approval.

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.

The application file must be sent by email, using a maximum of 4 electronic .pdf files.

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

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

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 reported in this announcement.
- Application documents are not signed.
- Application 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 Committee, which meets the requirements for autonomy and impartiality.

Following CIHEAM Bari procedures and regulations, the Committee assesses the merits of applications. A shortlist will be created, and the selected applicants might be invited for an oral presentation of their file. The Committee will deliver an opinion to the Director of CIHEAM Bari.

6. RESULTS OF THE SELECTION

The successful applicant will be informed accordingly. In the event of withdrawal by the applicant or early termination of the contract, the office reserves the right to appoint another applicant from the ranking list - if the necessary financial resources are available.

Please note that, in the event of successful selection, the successful applicant shall provide the following *CIHEAM Bari's health questionnaire* completed in every required field, failing which the contract cannot be concluded.

7. CONTRACT AND REMUNERATION

The level of remuneration is determined in compliance with CIHEAM Bari's salary grid.

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.

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's staff, who oversee the storage and use of the application file. CIHEAM Bari is committed to managing personal data in compliance with 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.