



PROFESSIONAL VACANCY ANNOUNCEMENT

N. 1 PROJECT MANAGER

ASEAN CIHEAM Bari Cooperation Project: *Cooperation Mechanism for the Competitive Development of Aquaculture and Small-Scale Fishery in ASEAN (COOPMEC)*

Reference Code: Ref. n. 12/V/2024

Date of publication: 19/11/2024

Deadline for application: 19/12/2024

Position: Project Manager

Job Type: Consultant (non-permanent contract)

Duty station: Indonesia, Jakarta. Vietnam, Cambodia, Laos (short missions); Italy, CIHEAM Bari and CIHEAM Bari office in Tricase (short missions).

Duration of assignment: initial contract of 12 months - including a three-month probation period - with the possibility of renewal, up to a maximum of two additional one-year terms, based on funding availability and satisfactory performance.

Starting period: CIHEAM Bari reserves the right to finalise the candidate's appointment to the position only upon completion of the administrative and financial procedure for project funding allocation, following clearances, and ensuring no objections from the competent authorities/institutions.

Project title: Cooperation Mechanism for the Competitive Development of Aquaculture and Small-Scale Fishery in ASEAN (COOPMEC).

Donor: MAECI/DGCS

BACKGROUND

The Mediterranean Agronomic Institute of Bari (CIHEAM Bari, Italy) is an intergovernmental organisation engaged in higher education, vocational training, research and cooperation. CIHEAM Bari's mission is to implement cooperation and development projects with Countries and actors of several regions (Mediterranean area; West and East Africa, Middle East; Southeast Asia).

TERMS OF REFERENCE

In conformity with the Statute of the Organisation, CIHEAM Bari announces a vacancy for the position of n.1 Project Manager for the ASEAN CIHEAM Bari Cooperation Project - Cooperation Mechanism for the Competitive Development of Aquaculture and Small-Scale Fishery in ASEAN (COOPMEC) - funded by the MAECI/DGCS. The selected applicant will be granted the status of CIHEAM Bari Project Manager,

complying with the CIHEAM Bari General Staff Regulations, under an open-ended contract. The contract will commence with a six-month probationary period. The Project Manager will report directly to CIHEAM Bari Deputy Director and to the Project Scientific Coordinator, with frequent monitoring meetings and exchanges of information.

Project Impact/General objective: Implementing the partnership between the Italian system and ASEAN in the fishery and aquaculture sectors aimed at “Strengthening the competitiveness of the aquaculture and small-scale fishery sector in ASEAN Member States through the sustainable management of coastal and marine resources and the ASEAN Integration” (Project Impact/General objective). **Outcome 1:** Enhanced trade facilitation and economic integration, as well as increased revenues in the local markets and exports in a sustainable way through improved harmonization of accreditation, traceability, and certification systems in aquaculture on a regional basis. **Outcome 2:** Strengthened small-scale fisheries (SSF) at ASEAN Regional level, focusing on sustainable management of coastal/marine areas by minimizing pre- and post-harvest losses and waste, adopting green technologies, looking at the Mediterranean diet/UNESCO as an example of sustainable and healthy way of fish production and consumption, finally, adopting FAO/GFCM, EU/MEDAC strategies to make small-scale fishery more competitive and consistent.

1. ROLES AND RESPONSABILITIES

Under the overall supervision of the CIHEAM Bari Deputy Director and of the Scientific Coordinator of the Project, the main tasks of the Project Manager are as follows:

- Organise the CIHEAM Bari Office in Jakarta to implement the partnership between the Italian system and ASEAN. The CIHEAM Bari Office in Jakarta will coordinate the technical activities aiming to achieve a high level of cooperation and sharing between ASEAN and CIHEAM Bari, both from technical and institutional perspectives, under the Institutional guidance of CIHEAM Bari headquarters and the Scientific Coordinator. CIHEAM Bari Office in Jakarta will provide for a secretary/accountant, a sector specialist and another local technician to support its operations.
- Implement the PSC and PMU structure, coordination mechanisms and reporting as described in the Project Document.
- Organise PSC PMU meetings, distribute documents, edit draft reports and minutes, and manage their revision.
- Coordinate and communicate the organisation of the international training in Italy.
- Organise the webinars to communicate the events to different audiences (policy makers, entrepreneurs, scientists, managers and farmers).
- Launch initiatives to implement the partnership between CIHEAM Bari, ASEAN and the Italian Embassies in Jakarta and Hanoi. The Project Manager will update the Italian Embassies in Jakarta on the project through formal and informal contacts.
- Implement the Project financial plan according to CIHEAM Bari headquarters indications, taking into account the approval procedure of Global Operational Plan (GOP) and of Annual Operational Plans.
- Organise periodic coordination meetings with ASEAN local counterpart and with the actors of the sectors of interest.
- Participate in the biannual monitoring meetings to be held at CIHEAM Bari headquarters.
- Manage local budget to support the activities in Indonesia and Vietnam.
- Submit a preliminary monthly expense report to CIHEAM Bari, which will be reviewed by CIHEAM Bari office to ensure timely and efficient provision of funds for project activities.
- Submit monthly expenditure slips to the headquarters, following the procedures and utilizing the IT tools provided by CIHEAM Bari.

2. QUALIFICATIONS AND SKILLS REQUIRED

The Project Manager shall possess in-depth knowledge of development projects in fisheries and/or aquaculture, and/or agriculture to ensure the appropriate project management. Technical and socio-economic skills in the fisheries and aquaculture sectors are considered an advantage.

2.1 Education

A degree in one of the following fields: Biological Sciences, Agriculture, Veterinary Science, Environmental Science or equivalent (Italian national reference: Pre-reform Degree or Master's degree/Post-reform Degree).

2.2 Professional Minimum Requirements

- A minimum of 5 years of proven professional experience in a similar support role.
- Professional knowledge of development projects in fishery and/or aquaculture and/or agriculture.
- Level C with high command of spoken and written English.
- A valid driver's license.

2.3 Qualifications and skills

- Leadership skills: ability to guide and motivate team members.
- Communication skills: effective communication with team members, stakeholders, and donors.
- Organisational skills: strong organisational abilities to plan and execute tasks efficiently.
- Time management: efficiently managing project timelines and deadlines.
- Extensive knowledge and proficiency as an independent user of all programmes in the Microsoft Office Suite.

2.4 Preferred requirements

- Previous work experience with International Organisations and CIHEAM Bari network is considered an advantage.
- Basic knowledge of the ASEAN system.
- Good knowledge of Project Cycle Management (PCM); AICS logical framework, AICS/ToC; Result-Based Management (RBM) strategy.

3. APPLICATION PROCEDURE

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

The application deadline is **19/12/2024**.

Applicants are requested to specify the following reference code in the email subject:

"Vacancy Ref. n. 12/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 (Euro pass format) duly signed.
- Copy of valid passport.
- Statement on "Information about collecting, storing and processing Personal Data", duly signed for approval.

Applicants shall also provide a working telephone number and a valid e-mail address for communication purposes and shall inform CIHEAM Bari in good time of any relevant changes after the application has been submitted.

Please note that only complete applications received within the deadline will be accepted and considered. Before applying, 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 (2.1 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.

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

4. EXCLUSION FROM SELECTION PROCEDURES

Applications containing the following deficiencies 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 will assess the eligibility of the applications to ensure they meet the essential requirements and verify the absence of grounds for exclusion. CIHEAM Bari will then appoint a committee that upholds the standards of autonomy and impartiality. The Committee will evaluate the merits of the applications, assigning a maximum of 100 points according to the following criteria:

5.1 Qualifications (Max 40 points)

The assessment of the candidate's education, professional experience and skills, and compliance with the essential and preferential requirements, as indicated in the submitted documents, will be carried out according to the following parameters:

- ✓ Education – up to 10 points.
- ✓ Language skills – up to 10 points.
- ✓ Professional experience – up to 20 points.

5.2 Interview (Max 60 points)

Only candidates who score a minimum of 30 points on the assessment of the essential and preferred requirements will be shortlisted and invited for an interview.

The interview will be conducted remotely via video conferencing platforms such as Skype or Zoom and in the languages specified in the Call for Applications. The purpose of the interview is to assess the candidate's knowledge and experience, ability to perform the above-mentioned tasks, language proficiency and other necessary skills to determine the candidate's alignment with the vacancy. Notification of the interview will be sent by e-mail to the address provided by the candidate at the time of application. Candidates will not be reimbursed for any expenses related to the interview.

CIHEAM Bari will evaluate candidates according to its rules and regulations. The assessment will follow the principle of *intuitus personae* since these assignments fall within intellectual work performance. The assignment will be formalised in accordance with CIHEAM Bari's 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 will be 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, CIHEAM Bari reserves the right to appoint another candidate from the ranking list – depending on financial resources availability. **In the event of equal scores, preference will be given to the youngest candidate.**

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 the CIHEAM Bari CV Roster of Experts (<https://cviamb.iamb.it>)

Candidates shall comply with the above conditions 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 employment 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 in relation to the responsibilities and specific tasks the successful candidate will be required to perform.

Remuneration will be paid in Euros, including charges for social security, insurance, and any applicable tax obligations. Approved remuneration will not exceed the levels established for similar positions within other Intergovernmental Organisations.

Permanent and non-permanent staff are required to adhere to CIHEAM Bari's Code of Ethics and Conduct that reflects the commitment to the Organisation's core values.

8. PERSONAL DATA PROCESSING

By submitting their application, applicants consent to the processing and management of 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" and its subsequent amendments.

9. FINAL PROVISIONS

CIHEAM Bari reserves the right to proceed with the candidate appointment to the position only after completion of the administrative and financial procedure for the allocation of the project funding and following clearances and no objections received from the competent authorities/institutions. CIHEAM Bari may also choose not to proceed with the assignment procedure for discretionary reasons. The position is not a permanent job within 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.