



## PROFESSIONAL VACANCY ANNOUNCEMENT

### N. 1 DESK OFFICER

***Project: "Support to Small Scale Fishery and to sector value chain for the sustainable management of the coastline in n.3 fishery areas in El Salvador – PescARTE"***

**Reference Code: Ref. n. 1/V/2025**

***Date of publication: 30/01/2025***

***Deadline for application: 14/02/2025***

***Position: Desk Officer for Cooperation Project***

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

***Duty station: Italy (CIHEAM Bari HQs)***

***Duration of assignment: initial contract of 12 months - including a three-month probation period - with the possibility of extension for the entire project duration, 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.***

***Project Title: Support to Small Scale Fishery and to sector value chain for the sustainable management of the coastline in n.3 fishery areas in El Salvador - PescARTE***

## BACKGROUND

The Mediterranean Agronomic Institute of Bari (CIHEAM Bari) intends to select a Desk Officer for the project: *“Support to Small Scale Fishery and to sector value chain for the sustainable management of the coastline in n.3 fishery areas in El Salvador – PescARTE”*, which is funded by the Italian Ministry of Foreign Affairs and International Cooperation through the Italian Agency for Development Cooperation. This role will be instrumental in the successful implementation and oversight of project activities, ensuring alignment with the organization's strategic goals and objectives.

## TERMS OF REFERENCE

**Duty station:** CIHEAM Bari HQ (Valenzano, BA, Italy).

**Contract and Remuneration:** salary, benefits and other conditions are offered under the CIHEAM Bari rules and regulations will be determined based on professional seniority, specific professional qualification and level of competence concerning the responsibilities and specific tasks that the successful candidate will be required to perform.

**Project duration:** 36 months

**Duration of assignment:** initial contract of 12 months – including a three-month probation period – with the possibility of extension for the entire project duration, based on the availability of funds and satisfactory performance.

**Expected start of employment:** at the end of the recruitment process.

**Line Manager:** CIHEAM Bari Project Manager, under the supervision of CIHEAM Bari Head of Cooperation Area.

### 1. KEY FUNCTIONS

#### DESK OFFICER

The Desk Officer will provide essential support to the Project Manager in the overall management and implementation of the project in El Salvador. This includes:

- Providing administrative and logistical support.
- Coordinating with partners in El Salvador and in Italy.
- Tracking project progress and reporting.
- Assisting in financial management.
- Contributing to proposal development and reporting.

Specific key responsibilities will be:

- **Administrative Support:**
  - Manage project-related correspondence, documentation, and filing systems.
  - Coordinate meetings, travel arrangements, and logistics for the project team.
  - Prepare and distribute meeting minutes and agendas.
- **Project Coordination:**
  - Assist in developing and maintaining project work plans and timelines.
  - Monitor project progress and identify potential risks or challenges.
  - Coordinate with partners in El Salvador to ensure effective implementation of project activities.
- **Reporting and Documentation:**
  - Prepare regular project progress reports and other required documentation.
  - Assist in the development of proposals for new funding opportunities.
- **Financial Management:**
  - Assist in tracking project expenditures and ensuring compliance with budget guidelines.
- **Other Duties:**
  - As assigned by the Project Manager.

## 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 relevant field, e.g., international development, business administration or equivalent experience.
- At least 10 years of experience working in technical and administrative coordination of development projects in Latin America.
- Strong organizational and time management skills.
- Excellent written and verbal communication skills in English and Spanish.
- Proficiency in Microsoft Office Suite.

### 2.2 Preferred requirements

- Proven knowledge of the Practical Guide to Contract Procedures of the EU External Action (PRAG) is a plus;
- Strong experience in human resources management;
- Good written and verbal communication skills in Italian.

### 2.3 Competencies

- Interpersonal skills: Ability to work effectively in a team and build relationships with partners.
- Problem-solving: Ability to identify and resolve problems in a timely and efficient manner.
- Attention to detail: Ability to ensure accuracy and completeness in all work.
- Adaptability: Ability to work in a fast-paced and dynamic environment.

## 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](mailto:cv@iamb.it)

The application deadline is **14/02/2025 at 23:59**.

Applicants are requested to specify the following reference code in the email subject: **Ref. n. 1/V/2025 "Application for Desk Officer El Salvador"**. 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.

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.

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.

#### **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.