



PROFESSIONAL VACANCY ANNOUNCEMENT

N. 1 International Project Coordinator

Project “NATIVE BREEDS - Protection of Native Breeds of livestock and enhancement of their products in disadvantaged areas of Bosnia-Herzegovina”

Reference Code: Ref. n. 02/V/2025

Date of publication: 21/02/2025

Deadline for application: 21/03/2025

Position: International Project Coordinator

Job Type: Consultant (non-permanent contract)

Duty station: Sarajevo (Bosnia-Herzegovina); short missions may be scheduled in Italy at the CIHEAM Bari headquarters.

Duration of assignment: following initial three-month probationary period and upon satisfactory performance report issued by the line Responsible, the assignment will be formalised for the entire project remaining duration (33 months). Contract renewal is based on the availability of funds and satisfactory performance. Duration of each contract cannot exceed 12 months period within the CIHEAM Bari administrative year.

Starting period: CIHEAM Bari reserves the right to proceed with the candidate's appointment to the position only once the administrative and financial procedure for the allocation of the project funding have been completed, all necessary clearances have been obtained, and no objections have been raised by the competent authorities/institutions.

Project title: “NATIVE BREEDS - Protection of Native Breeds of livestock and enhancement of their products in disadvantaged areas of Bosnia-Herzegovina”.

Donor: Italian Ministry of Foreign Affairs and International Cooperation (MAECI) through the Italian Agency for Development Cooperation (AICS)

BACKGROUND

CIHEAM - Mediterranean Agronomic Institute of Bari (CIHEAM Bari) 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 Region (Mediterranean context, Western Balkan, West and East Africa, Middle East, Southeast Asia).

CIHEAM Bari intends to select an International Project Coordinator in the framework of the project “NATIVE BREEDS - Protection of Native Breeds of livestock and enhancement of their products in disadvantaged areas of Bosnia-Herzegovina” funded by the Italian Ministry of Foreign Affairs and International Cooperation, through the Italian Agency for Development Cooperation.

Bosnia-Herzegovina boasts a rich biodiversity, particularly in animal genetic resources, which are crucial for local communities and future generations. However, these resources face threats from genetic erosion and extinction due to market constraints and inadequate pricing. To address this, Bosnia and Herzegovina has committed to international agreements, such as the Global Plan of Action (FAO) and the Convention on Biological Diversity, establishing measures to protect indigenous and endangered livestock breeds.

The project aims to support economic activities and biodiversity conservation in disadvantaged rural areas by enhancing the capacity of public institutions, livestock breeders, farmers, and agro-food producers to adopt EU standards, policies, and best practices. **Outcome 1:** Inventory of the local breeds and genetical resources conducted, coupled with increased capacities of local governance and research officers to support sector development and its alignment with EU acquis.

Outcome 2: Guidelines for sustainable production prepared and in use in project pilot areas for improved livestock health and animal welfare. **Outcome 3:** Promotion of traditional products derived from native breed livestock conducted and their environmental footprint assessed. **Outcome 4:** New agro-tourism realities established, promoting diversification of incomes for the local actors and the creation of value-added products.

As implementing agency of this project, CIHEAM Bari will be responsible for the development and coordination of all project activities, the preparation of the related documentation, reports' drafting on the state of implementation of the initiative, as well as administrative management of the financial contribution, granted and managed under the organisation regulations, rules, and provisions.

TERMS OF REFERENCE

Duty station: Sarajevo (Bosnia-Herzegovina); short missions may be scheduled in Italy at the CIHEAM Bari headquarters.

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, considering the responsibilities and specific tasks that the successful candidate will be required to perform.

Project duration: 36 months.

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

Expected starting period: once the administrative and financial procedure for the allocation of the project funding have been completed, all necessary clearances have been obtained, if any (with no objections by the competent authorities/institutions), work contract and related documents duly signed, insurance activated. Applicants are fully aware that the length of the period going from the appointment of successful candidate to the assumption of functions in the Country may vary according to several variables, not depending on CIHEAM Bari.

Line Manager: CIHEAM Bari Head of Cooperation Area.

1. KEY FUNCTIONS

During the performance of the assignment, the international project coordinator will constantly interface with the management of CIHEAM Bari and/or with the authorised delegates, as well as with local institutional partners, to ensure:

- Drafting of global and annual operational plans;
- Implementation and follow up of the global and annual operational plan;
- Daily management of the assigned activities to ensure timely and effective delivery of the expected outputs, outcomes and objectives;
- Follow up and monitor project's performance of the planned activities of the project partners;
- Check and monitor the outcomes of field missions of all project partners;
- Implement and follow up audit procedures (internal and external);
- Drafting of mid-term and final technical reports;
- Smooth implementation of all the planned activities;
- Administrative/accounting management and monthly dispatch of on-site expense receipts, under the procedures of CIHEAM Bari;

- Organization of office work in person and (if necessary) remotely, activating and coordinating national and international experts on a short-term mission. The international coordinator will draw up the relevant Terms of Reference (ToR);
- Organization of periodic coordination meetings with local counterparts and Country contact person of CIHEAM Bari;
- Guarantee the safety standards in compliance with the policies in force at CIHEAM Bari for implementing activities;
- Interaction and coordination with CIHEAM Bari's Cooperation Area;
- Interaction with the desk officer of CIHEAM Bari for all off-site and on-site fulfilments;
- Interaction with the financial officer of CIHEAM Bari for the financial management of the project, including the management of incurred expenses;
- Supervision of project's events and developing visibility, dissemination, and promotion material, in coordination with CIHEAM Bari's communication office;
- Make sure to fulfil the CIHEAM Bari administrative and financial rules as well as its ethical clauses;
- On behalf of CIHEAM Bari, the establishment of fruitfully relations with the local and Italian authorities on site (AICS headquarters, Embassy of Italy, local counterparts and stakeholders, Ministries);
- Participation in the six-monthly monitoring meetings that will be held at CIHEAM Bari headquarters in Italy.
- Any other concerned task coherent with this assignment, even not specified above.

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:

- University degree in agricultural sciences or veterinary sciences or environmental and natural sciences or socioeconomic disciplines or similar subjects;
- Proven professional experience of at least 5 years working in international cooperation projects/programmes in the field of agriculture/rural development;
- Previous work experience in project management for development cooperation initiatives;
- Experience in planning and managing projects financed by the Italian Agency for Development Cooperation and/or International Organizations;
- Proficiency in the use of Microsoft Office programme (Word, Excel, Power point).

2.2 Languages

- Italian (Mother Tongue or C2 level: mandatory)
- English (C1 level required: mandatory)
- Knowledge of the Bosnian language (desirable, but not mandatory requirement)

2.3 Personal skills and capacities

- Leadership skills: ability to guide and motivate team members;
- Communication skills: effective communication with team members, stakeholders, and donors;
- Organizational skills: strong organizational abilities to plan and execute tasks efficiently;
- Time management: efficiently managing 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;
- Risk management: identifying and mitigating potential risks to project success;
- Budget management: managing project finances and resources effectively;
- Technical expertise: understanding the project domain and relevant tools or technologies;
- Team building: fostering a positive team environment and promoting collaboration;
- Deep knowledge and independent user in all programs in the Microsoft Office Suite.

2.4 Preferred requirements

- Previous work experience as project coordinator in development cooperation initiatives in Bosnia-Herzegovina or, more generally, in the Western Balkans;

- In-depth knowledge of the techniques and methodologies for formulating, managing, and monitoring international cooperation projects (Project Cycle Management and Logical Framework approach; Theory of Change);
- Knowledge of international regulatory instruments on development aid, general and sectorial guidelines of Italian cooperation management mechanism of programs funded by the Italian Agency for Development Cooperation;
- Scientific and technical expertise in sustainable agricultural practices, agri-food technologies, and/or livestock management, production, animal welfare, and nutrition is considered an asset;
- Knowledge of Bosnian language is considered an asset.

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 **21/03/2025**.

Applicants are requested to specify the following reference code in the email subject: **"Ref. n. 02/V/2025 "Application for International Project Coordinator"**.

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 *"Information about collecting, storing and processing Personal Data"*, duly signed for approval.

Qualified female applicants are encouraged to apply for this position as CIHEAM Bari 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 e-mail address for communication purposes and shall timely inform CIHEAM Bari on any relevant changes 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:

- they do not meet any of the essential eligibility requirements;
- they are received after the deadline reported in this announcement;
- the submitted documents are not duly signed;
- they are missing the necessary documents as required by the 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 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 the 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. REMUNERATION

Remuneration and allowances are subject to CIHEAM Bari rules and regulations; in particular, salary 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. Additional benefits are also subject to CIHEAM Bari rules and regulations and may be evaluated case by case.

As international intergovernmental organization, CIHEAM Bari cannot act as withholding agent. Consequently, a gross remuneration will be paid to the selected consultant in Euros including charges, social security and any additional tax charges. CIHEAM Bari will evaluate and negotiate the costs associated with annual round-trip flights, accident/death insurance, and residence permit/long-term visa applications (where applicable, and subject to the host country's regulations and any relevant cooperation agreements).

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.