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## PROFESSIONAL VACANCY ANNOUNCEMENT

### N. 1 Expert in long mission

***Project:** "Program to support the reactivation of the economic potentialities of the agri-food sector - Pro.UKR"*

**Reference Code:** Ref. n. 06/V/2025

**Date of publication:** 24/03/2025

**Deadline for application:** 24/04/2025

**Position:** Expert in long mission in Ukraine

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

**Duty stations:** Odessa with travels through the region, to Kiev and to Chisinau;

**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 annual renewals, 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:** "Program to support the reactivation of the economic potentialities of the agri-food sector - Pro.UKR"

## BACKGROUND

The Mediterranean Agronomic Institute of Bari (CIHEAM Bari) intends to select n. 1 Expert in long mission for the incoming project, mentioned above, in Ukraine, which is funded by the Italian Ministry of Foreign Affairs and International Cooperation through the Italian Agency for Development Cooperation.

The initiative will be implemented by CIHEAM Bari in collaboration with the Ukrainian Ministry of Agrarian Policy and Food and other relevant national Authorities.

The initiatives aim to support the Governments of Ukraine to increase its capacities to develop the agri-food industry, to diversify the agriculture markets, and to develop the associationism among small agriculture producers. In addition, the initiative aims to accompany the Government in achieving the EU Aquis for the specific sectors.

## TERMS OF REFERENCE

**Duty station:** Odessa with travels through the region, to Kiev and to Chisinau

**Contract 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 renewal, up to a maximum of two additional annual renewals, 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 in loco, under the supervision of CIHEAM Bari Head of the Cooperation Area.

### 1. KEY FUNCTIONS

#### EXPERT IN LONG MISSION

During the performance of the assignment, the expert will constantly interface with the Project Coordinator and with the management of CIHEAM Bari and/or with the authorized delegates, to ensure:

- Collaborating in drafting of overall and annual operational plans of the project;
- Implementation and follow-up of the overall and annual operational plans;
- Daily management of the assigned activities to ensure timely and effective delivery of the expected outputs and outcomes;
- Address and monitor the project staff (under his/her responsibility) during the activities' implementation;
- Collaborate with the Project Manager in the implementation and follow-up of the program's monitoring procedures (internal and according to CIHEAM Bari procedures);
- Collaborate with the Project Manager in the procurement process;
- Organize (including the drafting of the ToR) and follow-up the short-term missions in loco, and by remote, of the national and international experts;
- Collaborate with the Project Manager in drafting of the mid-term and final technical reports,

to be submitted to the steering committee for approval;

- Collaborate with the Project Manager in the administrative management of the project, according to CIHEAM Bari's procedures;
- Application of the safety standards in compliance with the policies in force at CIHEAM Bari for implementing activities;
- Strictly application of the safety and security measures indicated by the local Authorities;
- Follow-up the project's events and developing visibility, dissemination, and promotional material, in coordination with the Project Manager and CIHEAM Bari's External Relations and Communication Office;
- Ensuring compliance with CIHEAM Bari's administrative and financial rules as well as its code of ethics;
- Participation in the six-monthly monitoring meetings that will be held at CIHEAM Bari headquarters in Italy.

## **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, Veterinary, Economics, or similar subjects (or other university degree, if accompanied by at least 5 years of experience in international cooperation projects/programmes in the field of agriculture/rural development);
- Proven professional experience of at least 5 years in international cooperation projects/programmes, in the field of agriculture/rural development;
- Knowledge of the Safety and Security measures for personnel;
- knowledge of the techniques and methodologies for managing, and monitoring international cooperation projects (Project Cycle Management and Logical Framework approach; RBM).
- Fluent in the use of Microsoft Office software (Word, Excel, Power Point, Outlook, etc.) and demonstrated experience in management of data.

### **2.2 Languages**

- Italian (Mother Tongue or C1 level);
- English (C1 level required).

### **2.3 Personal skills and capacities**

- Communication skills: effective communication with team members and stakeholders;
- 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;
- Technical expertise: understanding the project domain and relevant tools or

technologies;

- Team building: fostering a positive team environment and promoting collaboration.

#### **2.4 Preferred requirements**

- Previous working experience in Balkans and Eastern Europe Countries, particularly in development projects in the agricultural/rural development sectors, is strongly preferred;
- Previous participation to trainings for Safety and Security measures for personnel is strongly preferred;
- Previous experience in development initiatives, implemented by CIHEAM Bari, in developing Countries, is strongly preferred;
- Previous experience in marketing;
- Knowledge of the "EU Aquis rules";
- Previous experience in reports writing in the development sector.

### **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 **24 April 2025 at 23:59**.

Applicants are requested to specify the following reference code in the email subject: **Ref. n. 06/V/2025 "Application for Expert in long mission in Ukraine"**. 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 duly signed.
- Copy of a valid passport or other identity document.
- 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 an 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 Bari 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 will assess the eligibility of the applications in terms of the fulfilment of the essential requirements and the absence of grounds for exclusion. CIHEAM Bari will then appoint a committee that meets the requirements of autonomy and impartiality. The Committee will evaluate the merits of the applications, awarding a maximum of 100 points according to the following criteria:

### **5.1 Qualifications (Max 40 points)**

The assessment of the education, professional experience and skills, as well as the fulfilment of the essential and preferential requirements, as indicated in the documents submitted by the candidate, will be carried out 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 who score a minimum of 30 points against the essential and preferred requirements will be shortlisted and invited for an interview.

The interview will be conducted remotely using 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 skills and other necessary skills in order to determine whether the candidate's profile matches the vacancy. Notice 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 incurred in connection with 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 formalized 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 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 validity).
- 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. 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 Organizations.

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.