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## PROFESSIONAL VACANCY ANNOUNCEMENT

### N. 1 Events and Logistics Assistant

**Reference Code:** Ref. n. 04/V/2025

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

**Deadline for application:** 11/04/2025

**Position:** Events and Logistics Assistant

**Job Type:** Consultant (non-permanent contract, full-time)

**Duty station:** CIHEAM Bari (Valenzano, BA)

**Duration of assignment:** After an initial three-month probationary period, the duration of contract cannot exceed a six-month period within the CIHEAM Bari administrative year. Contract renewal is based on funding availability and satisfactory performance.

**Starting period:** CIHEAM Bari reserves the right to finalise the candidate's appointment to the position only after the administrative and financial procedure for the allocation of funds have been completed, all required clearances have been secured, and no objections have been raised by the competent authorities/institutions.

## BACKGROUND

The 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 stakeholders across several Regions including the Mediterranean, the Western Balkans, West and East Africa, Middle East, and Southeast Asia.

CIHEAM Bari is seeking a highly motivated and organized individual to join the Conferences & Events Bureau team as Event and Logistics Assistant. In this role, he/she will play a crucial part in planning, organizing, and executing a variety of events of national and international relevance in collaboration with CIHEAM Bari providing logistical support, coordinating with guests and invitees, and ensuring the smooth execution of events.

## TERMS OF REFERENCE

**Duty station:** CIHEAM Bari (Valenzano, BA)

**Contract and Remuneration:** Salary, benefits and other conditions are offered in accordance with CIHEAM Bari's rules and regulations. They will be determined based on the candidate's professional seniority, specific qualifications, and level of competence, while also considering the responsibilities and specific tasks associated with the role of the successful candidate.

**Duration of the assignment:** Initial contract of 6 months – including a three-month *probationary period* – with the possibility of extension, based on funding availability and satisfactory performance.

**Expected starting period:** After completing the administrative and financial procedures for the allocation of funds, signing of the work contract and related documents, activation of insurance. Applicants acknowledge that the duration between the appointment of the successful candidate and assumption of duties may vary due to several variables, beyond the control of CIHEAM Bari.

**Line Manager:** CIHEAM Bari's Head of Cooperation Area in coordination with the Event Manager.

### 1. KEY FUNCTIONS

During the execution of the assignment, the Events and Logistics Assistant will constantly interface with the management of CIHEAM Bari and/or with its authorised delegates, as well as with the Ministry of Foreign Affairs and International Cooperation, to ensure:

#### *Event Planning and Coordination assistance:*

- Collaborate with CIHEAM Bari/MAECI representatives to understand event objectives and requirements.
- Develop detailed event plans, including timelines, budgets, and logistics.
- Coordinate with venues, caterers, vendors, and other relevant parties.
- Manage event registration, invitations, and attendee communication.

#### *Logistical Support:*

- Arrange transportation, accommodation, and other logistical needs for event participants.
- Manage event materials, equipment, and supplies.
- Ensure compliance with safety regulations and protocols.
- Provide on-site support during events, troubleshooting any logistical issues that may arise.

#### *Administrative Tasks:*

- Prepare event proposals, budgets, and reports.
- Maintain accurate records of event activities and expenses.
- Assist with other administrative tasks as needed.

## 2. QUALIFICATIONS AND SKILLS REQUIRED

Candidates will be considered eligible for selection based on the following essential requirements, to be fulfilled by the deadline for applications:

### 2.1 Essential requirements

- Bachelor's degree in a relevant field, such as event management, hospitality, or business administration.
- Minimum of 2 years of professional experience in event planning and logistics.
- Strong knowledge of event management principles and best practices.
- Familiarity with logistical arrangements and protocols.
- Extensive knowledge and independent user in all programmes in the Microsoft Office Suite.

### 2.2 Languages

- Italian (Mother Tongue or C2 level: mandatory)
- English (C1 level required: mandatory)
- French (B2 level required: mandatory)

### 2.3 Personal skills and capacities

- 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;
- Problem-solving skills: addressing challenges and finding solutions effectively;
- Adaptability: being flexible and able to adjust to changing project requirements or circumstances;
- Ability to work independently and as part of a team, fostering a positive team environment and promoting collaboration;
- Experience in events/fairs of national relevance is desirable.

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

The application deadline is **11/04/2025**.

Applicants are requested to specify the following reference code in the email subject: **"Ref. n. 04/V/2025  
"Application for Events and logistics assistant"**.

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.

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

Applicants shall also provide a working telephone number and a valid e-mail address for communication purposes; they 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 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 (2.2 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**

Upon the expiration of the notice's validity period, CIHEAM Bari assesses the applications' eligibility based on the presence of the essential requirements and the absence of causes for exclusion. Subsequently, CIHEAM Bari appoints an independent and impartial Committee. The Committee assesses the merits of the applications, awarding a maximum overall score 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 essential and preferential requirements as indicated in the submitted documentation will be conducted 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 held 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 applicant's knowledge and experience, ability to carry out the above tasks, language proficiency, and other necessary skills to determine the candidate's alignment with the vacancy. Notification of the interview will be sent by email to the address provided by the candidate at the time of application. Applicants will not be reimbursed of any expenses related to the interview.

CIHEAM Bari will assess the candidate 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 the 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. REMUNERATION**

Remuneration and allowances are subject to CIHEAM Bari rules and regulations and it 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. Additional benefits are also subject to CIHEAM Bari rules and regulations and may be evaluated case by case.

As an international intergovernmental organisation, CIHEAM Bari cannot act as a withholding agent. Therefore, the selected consultant will receive a gross remuneration in Euros, including charges, social security and any additional tax obligations.

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.