



PROFESSIONAL VACANCY ANNOUNCEMENT

N. 1 PROJECT MANAGER

PROJECT: “NET-Work You: Creation of a Skills Network to Increase Employment Opportunities for Young Egyptians in the Green job sector”

Reference Code: Ref. n. 21/V/2023

Date of publication: 22/11/2023

Deadline for application: 22/12/2023

Position: Project Manager

Job Type: Consultant (non-permanent contract)

Duty station: Italy, CIHEAM Bari and short missions in Egypt.

Duration of assignment: initial contract of 12 months - including a three-month probation period - with the possibility of renewal for the entire project duration, 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: “NET-Work You: Creation of a Skills Network to Increase Employment Opportunities for Young Egyptians in the Green job sector”

Donor: ICMPD/2024/MPF-357-461-006

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). The NET-Work You project aims to create a pioneering and sustainable model of circular and skilled labour mobility between Italy and Egypt. The project will provide traineeships to 100 young Egyptians in the Apulia region of Southern Italy, focusing on the green economy, digitalization, and agriculture. A comprehensive training program in both Egypt and Italy will equip participants with skills to enhance their employment prospects in both countries. The project also seeks to establish a Mediterranean multi-stakeholder network to foster public private partnerships and exchange good practices at local, regional, and national levels.

TERMS OF REFERENCE

Duty station: Italy, CIHEAM Bari and short missions in Egypt.

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-month probation period - with the possibility of renewal for the entire project duration, based on funding availability and satisfactory performance.

Expected start of employment: 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.

Line Manager: CIHEAM Bari Head of the Cooperation Area.

1. KEY FUNCTIONS

The project Manager will be responsible for the overall management of the project in close collaboration with the lead partner Confcooperative Puglia and its representatives.

The project manager will be responsible to assure CIHEAM Bari role's in the project and the implementation and supervision of CIHEAM Bari activities'

He/she will responsible to liaise under the indications of or/and in agreement with CIHEAM Bari and Confcooperative Puglia with the partners and institutions involved both in Italy and Egypt.

During the performance of the assignment, the project manager will constantly interface with CIHEAM Bari Head of Cooperation Area and/or with the authorised delegates.

Responsibilities

- *Project Overall Management and Coordination*
 - Oversee in collaboration with the lead applicant Confcooperative Puglia the overall management and administration of the project, ensuring timely and quality delivery of all project outputs.
 - Prepare project work plans and reports in collaboration with the lead applicant Confcooperative Puglia, including six months interim reports and annual and final reports.
 - Prepare official correspondence for national and international partners as required and in close collaboration with the lead Applicant Confcooperative.
 - Keep the relation and coordinate with stakeholders and institution in Italy and Egypt
 - Assure good cooperation and coordination between national counterparts, project partners, and other relevant stakeholders.
 - Held periodical information meeting with CIHEAM Bari Head of Cooperation Area
 - Coordinate with the CIHEAM Bari staff and experts involved in the action for the successful implementation of the project
- *Coordination of CIHEAM Bari Activities*
 - Assure and follow up the implementation of the CIHEAM Bari activities in the project.
 - Follow up and monitor of CIHEAM Bari activities project's performance of the planned activities and ensure timely and effective delivery of the expected outputs, outcomes and objectives.
 - Draft terms of reference for consultants and project personnel.
 - Provide support for the tender procedure by participating in the draft of the documentation especially for the technical aspects.

- Identify and mobilize in close cooperation with CIHEAM Bari Head of Cooperation Area the internal and external expertise needed on the project.
- Keep regular contact with beneficiaries and trainers to ensure the relevance and quality of project outputs.
- Provide Administrative/accounting support and monthly dispatch of on-site expense receipts, if any, under the procedures of CIHEAM Bari.
- Organization of office work in Cairo by mission and remotely, activating and coordinating national staff and the experts on a short-term mission.
- 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.
- Make sure to fulfil the CIHEAM Bari administrative and financial rules as well as its ethical clauses.
- Manage the project team and consultants, facilitating team learning and knowledge sharing.
- Participate to the meeting organized within the programme MPF, if required
- *Technical support*
 - Provide substantive advice on key issues in the project area.
 - Identify, collect, and analyze policy-related, relevant information and data.
 - Codify and provide best practices and lessons learned, particularly in areas related to capacity development and national (economic, social, and human) development.
 - Support activities related to assessing the profiling and the identification of the participants' capacities, the needs of government organizations and partners.
 - Actively participate in and coordinate meetings, training sessions, conferences, and public promotion of projects.
 - Brief the management of CIHEAM Bari where required.
 - Participate in the Theme Group on migration issue if needed.
 - Maintain an established network of contacts for general information sharing and stay up-to-date on partnership-related issues.
 - Analyze and research information on donors, prepare substantive briefs on possible areas of cooperation, identify opportunities for new projects, and actively contribute to the overall office effort in resource mobilization.
- *Communication and visibility*
 - Supervision of project's events and developing visibility, dissemination, and promotion material, in coordination with CIHEAM Bari's communication office.
 - 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).
 - Cultivate relationships with local authorities and other program stakeholders, ensuring full understanding, cooperation, and alignment of program activities with the main needs of beneficiaries.
- *Perform Other Duties as Required*
 - Efficiently implement any additional duties as necessary.
 - 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.

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 socioeconomic skills in the fisheries and aquaculture sectors are considered an advantage.

2.1 Education

A degree in one of the following fields: Foreign Languages and Literatures, International Development, Agriculture, 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 15 years of proven professional experience in a similar support role.
- A minimum of 5 years of professional experience in development cooperation projects in Egypt.
- Level C with high command of spoken and written English.
- Good command of financial control (budget management/planning).

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.
- 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 **22/12/2023**. Applicants are requested to specify the following reference code in the email subject: **"Vacancy Ref. n. 21/V/2023"**.

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.