



PROFESSIONAL VACANCY ANNOUNCEMENT

N. 1 Assistant Program Manager

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

Reference Code: Ref. n. 10.1/V/2025

Date of publication: 22/05/2025.

Deadline for application: 12/06/2025.

Position: Assistant Project Manager

Job Type: Consultant (non-permanent contract) only for Ukrainians

Duty stations: Odesa with possible travels through the region, and to Kiev;

Duration of assignment: initial contract of 12 months - including a three-month probation period - with the possibility of renewal, up to the project end, based on the availability of funds and satisfactory performance.

Starting period: June 2025, after the administrative procedure has been completed, following clearances, and no objections have been received from the competent authorities/ institutions.

BACKGROUND

The Mediterranean Agronomic Institute of Bari (CIHEAM Bari) is implementing the program Pro.UKR, in Odesa, Ukraine, which is funded by the Italian Ministry of Foreign Affairs and International Cooperation through the Italian Agency for Development Cooperation (AICS).

The initiative is implementing the program in collaboration with the Ukrainian Ministry of Agrarian Policy and Food, and with the Odesa Regional State Administration.

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.

Project duration: 36 months (from April 2025).

TERMS OF REFERENCE

Expected start of employment: At the end of the recruitment process.

Line Manager: CIHEAM Bari Program Manager in loco, or his delegates.

1. KEY FUNCTIONS

During the performance of the assignment, the Assistant Program manager will constantly interface with the Project Manager and/ or with his delegates, to ensure:

- Assist the Program manager in all the Bureaucratic and logistic issues of the project;
- Collaborating in drafting the program monthly detailed plans;
- Implementation and follow-up of the overall and annual operational plans for the activities assigned to him/her;
- Actively participate to the weekly and monthly staff meetings;
- Attend to the capacity building activities related to his fields of competences;
- Daily management of the assigned activities to ensure timely and effective delivery of the expected outputs;
- Collaborate with the Project Manager in the implementation of the program's monitoring procedures (internal and according to CIHEAM Bari procedures);
- Organize and follow-up the short-term missions in loco of the national and international experts;
- 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;
- Participate to the project's events and to the project's visibility actions;
- Accomplish any other task upon demand by CIHEAM Bari within his/her capacities and skills with regard to the position
- Fulfil CIHEAM Bari administrative rules and financial regulation as well as ethical clauses

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, Socio-economics, Business Administration, Engineering or similar subjects
- Ukrainian citizen resident in Odesa Oblast;
- Fluent in the use of Microsoft Office software (Word, Excel, Power Point, Outlook, etc.) and experience in management of data.

2.2 Languages

- English (C1 level required)

2.3 Personal skills and capacities

- Communication skills: effective communication with team members and stakeholders;
- Organizational skills: organizational abilities to plan and execute tasks efficiently;
- Time management: efficiently managing project timelines and deadlines;
- Adaptability: being flexible and able to adjust to changing project requirements or circumstances;
- Team building: fostering a positive team environment and promoting collaboration.

2.4 Preferred requirements

- Previous working experience in similar assignment;

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 and C.C. cavestro@iamb.it.

The application deadline is **12/06/2025 at 23:59**.

Applicants are requested to specify the following reference code in the email subject:

Ref. n. 10.1/V/2025 "Application for Assistant Program Manager 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 residence address, 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 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. 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.

5. 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:

- Personal Bank details for the payment of the salary
- 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.

6. 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.

7. 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.

8. 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.