



PROFESSIONAL VACANCY ANNOUNCEMENT

N. 1 Expert in Digital Transition

Project “D4D Hub - Digital for Development”

Reference Code: Ref. n. 14/V/2025

Date of publication: 16/09/2025

Deadline for application: 16/10/2025

Position: Expert in Digital Transition

Job Type: Consultant (non-permanent contract)

Duty station: Brussels (Belgium); occasional short missions may be scheduled based on needs and activities.

Duration of 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.

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: “D4D Hub - Digital for Development”

BACKGROUND

CIHEAM Bari is recruiting a candidate to join the D4D Hub Secretariat as part of its ongoing engagement in the Team Europe Initiative on Digital for Development (D4D Hub). The selected expert will support CIHEAM Bari's contribution to the D4D Hub, particularly in areas related to digital agriculture, strategic coordination, and multi-stakeholder engagement across the Neighbouring Countries.

The position is based within the D4D Hub Secretariat, a dynamic platform composed of seconded staff from various EU Member States and institutions, working jointly to advance human-centric digital cooperation under the Global Gateway strategy.

The D4D Hub is a strategic platform designed to incubate joint initiatives in development cooperation and to foster coordination and alignment among Member States, the European Commission, and Development Finance Institutions (DFIs), in the spirit of Team Europe. It is a key instrument under Global Gateway, catalyzing investments that promote human-centric digital development.

The D4D Hub Secretariat is a dynamic team that translates the Hub's priorities and objectives into action. It is composed of staff seconded by various European cooperation agencies, working together to drive impact and ensure coherence across initiatives.

TERMS OF REFERENCE

Duty station: Brussels (Belgium); 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.

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. Duration of each contract cannot exceed 12 months period within the CIHEAM Bari administrative year.

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 Strategy and Planning Unit

KEY FUNCTIONS

The expert is primarily tasked with providing technical assistance on behalf of this Institute, in support of the Directorate General for Development Cooperation and the Italian Agency for Development Cooperation in implementing the D4D Hub – Digital for Development initiative, to be carried out in Brussels (Belgium).

The proposed role is within the D4D Hub Secretariat team. In particular, the activities to be carried out will concern the following areas:

- Technical assistance to the Coordinator of the Neighbourhood Branch of the D4D Hub Secretariat (under Italian leadership) in supporting the implementation of all activities to be carried out within the Branch, including research and study activities, mappings and analyses at country, regional or thematic level, and drafting recommendations.
- Technical support to the D4D Expert within Global Coordination for activities related to the Digital and Green Workstream, with a special focus on agriculture, food security and rural development, entrepreneurship and innovation, and ensuring liaison with the D4D Hub regional Branches.
- Consultancy and support for analysis activities, vision and strategy development, and drafting initiatives in the sector. Identification of strategic priorities and opportunities for collaboration for CIHEAM Bari at EU level.

Daily tasks will be highly diverse and based on needs, and will range as follows:

- Attending relevant meetings where D4D Hub Secretariat plays a supporting or organizing role and ensuring appropriate follow-up
- Liaising among D4D Hub Secretariat staff, Italian Cooperation Agency (AICS) staff, and CIHEAM Bari staff in relation to relevant activities

- Supporting the implementation and monitoring of activities under the D4D Hub Neighbouring Countries Branch and/or Green & Digital thematic areas
- Drafting and reviewing concept notes, minutes, briefings, and internal reports to support strategic planning and coordination
- Coordinating the collection, analysis, and systematization of data related to digital initiatives and stakeholders (e.g., member mappings, etc)
- Contributing to internal knowledge sharing, including preparing summaries, updates, and inputs for newsletters or thematic briefs
- Maintaining regular contact with stakeholders and partners, including EU institutions, member states, thematic working groups, and regional actors
- Assisting in the organization of events, workshops, and webinars, including preparatory tasks, technical support, and follow-up communication
- Supporting the visibility and outreach of activities by providing content and coordination for institutional communication (in collaboration with communication staff)
- Monitoring and reporting on relevant EU and international policy developments in digital and agriculture sectors, especially those impacting the EU Neighbourhood region.

1. QUALIFICATIONS AND SKILLS REQUIRED

1.1 Essential requirements

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

- Education: A Bachelor's degree in agronomy, environmental engineering, Information Technology, Business Administration, or a related field. A Master's degree is a plus;
- Technical Expertise: Strong understanding of current and emerging digital technologies, including but not limited to AI, machine learning, cloud computing, big data analytics, and IoT;
- Proven Experience: Minimum of 2-3 years of professional experience in leading and managing digital transformation projects within a corporate environment as well as in international cooperation, development, or related sectors with relevance to digital and/or agriculture.
- Familiarity with EU development cooperation policies, frameworks, and project management approaches.

1.2 Languages

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

1.3 Personal skills and capacities

- Project Management Skills: demonstrated ability to manage complex projects from conception to completion, including scope, budget, and timeline management.
- Strategic thinking: ability to develop and implement long-term digital strategies that align with business objectives and drive growth;
- Communication skills: exceptional communication and interpersonal skills, with the ability to articulate complex technical concepts in a clear and concise manner;
- Interpersonal skills: ability to work effectively in multicultural, multidisciplinary, and multi-stakeholder environments;
- Networking ability: capacity to build and maintain partnerships across institutions, agencies, and sectors;
- Problem-solving: a proactive and analytical mindset with a track record of identifying challenges and developing innovative solutions.

1.4 Preferred requirements

- Previous work experience in international cooperation project/programme
- Proven experience in research, policy analysis, drafting recommendations, and strategy development.

- Familiarity with EU institutions, and Italian international cooperation procedures;
- Italian citizenship.

2. 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 **16/10/2025**.

Applicants are requested to specify the following reference code in the email subject: **"Ref. n. 14/V/2025 "Application for Expert in Digital Transition"**.

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.

3. 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.

4. 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:

4.1 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.

4.2 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.

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:

- 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.

6. 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.

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.