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PROFESSIONAL VACANCY ANNOUNCEMENT

N. 1 Project Manager

Project “Food Governance and Policies at local level - FOODGaP” A_G_4.1_0185_FOODGaP

Reference Code: Ref. n. 17/V/2025/FOODGaP

Date of publication: 25/09/2025

Deadline for application: 10/10/2025

Position: External Project Manager, part-time

Job Type: Consultant (non-permanent contract)

Duty station: CIHEAM Bari, Valenzano (Italy)

Duration of assignment: following initial three-month probationary period and upon satisfactory performance report issued by the line Responsible, the assignment will be formalised for the entire project duration. Contract renewal is based on the availability of funds and satisfactory performance. Duration of each contract cannot exceed 12 months period within the CIHEAM Bari administrative year.

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, and no objections have been raised by the competent authorities/institutions.

Project title: “Food Governance and Policies at local level – FOODGaP”

Financed by: Interreg NEXTMED programme

CUP: F39B24000120007

BACKGROUND

CIHEAM – Mediterranean Agronomic Institute of Bari (CIHEAM Bari) is an intergovernmental organization engaged in higher education, vocational training, research, and international cooperation. Its mission is to implement cooperation and development projects with countries and stakeholders across various regions, including the Mediterranean, Western Balkans, West and East Africa, the Middle East, and Southeast Asia.

CIHEAM Bari intends to select an External Project Manager for the project “*Food Governance and Policies at Local Level*” (Ref. A_G_4.1_0185_FOODGaP), funded by the Interreg NEXT MED Programme.

The FOODGaP project aims to strengthen the capacity of local public authorities to collaborate across sectors and stakeholders in developing local food policies. It seeks to enhance transnational cooperation among local public authorities and stakeholders, fostering shared commitments to establish and implement sustainable local food policies throughout the Mediterranean.

TERMS OF REFERENCE

Duty station: CIHEAM Bari, Valenzano, Italy

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: 33 months.

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.

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 Project Coordinator.

1. KEY FUNCTIONS

The External Project Manager assists the Project Coordinator with the following tasks:

- **Implementation of Activities:** Assists in executing project activities, ensuring alignment with project objectives, results, and expected outputs.
- **Coordination and Communication:** Manages communication and coordination among project boards, partners, and the management unit.
- **Reporting:** Supports the delivery of reports to the Managing Authority.
- **Technical Oversight:** Contributes to the coordination of technical topics and ensures their alignment with the project's goals.

The expert's specific responsibilities include:

- Drafting global and annual operational plans.
- Collaborating with the CIHEAM Bari project management unit to implement and monitor the project, ensuring objectives are met and technical and financial reports are delivered to the Managing Authority on time.
- Supporting partners by providing guidance and advice on their technical and financial implementation issues.
- Assessing the quality of project outputs.

2. QUALIFICATIONS AND SKILLS REQUIRED

Candidates will be considered eligible for selection based on the following essential requirements, which must be fulfilled by the application deadline:

2.1 Essential Requirements

- Hold a degree in political science, social sciences, or economics.
- Have at least 7 years of experience in managing national, European, and territorial cooperation projects.
- Demonstrate deep knowledge and independent proficiency in all programs within the Microsoft Office Suite.

2.2 Languages

- Italian: Native speaker (mandatory)
- English: C1 level required (mandatory)
- French: C1 level required (mandatory)

2.3 Personal Skills and Capacities

- Leadership: ability to guide and motivate team members.
- Communication: ability to communicate effectively with team members, stakeholders, and donors.
- Organizational Skills: Strong organizational abilities to plan and execute tasks efficiently.
- Time Management: ability to manage project timelines and deadlines efficiently.
- Problem-Solving: ability to address challenges and find solutions effectively.
- Adaptability: flexibility and the ability to adjust to changing project requirements or circumstances.
- Risk Management: ability to identify and mitigate potential risks to project success.
- Team Building: ability to foster a positive team environment and promote collaboration.

2.4 Preferred Requirements

- At least 5 years of experience demonstrating knowledge of local food policy domains, as addressed by the project, including related publications and research.
- In-depth knowledge of the techniques and methodologies for formulating, managing, and monitoring international cooperation projects (e.g., Project Cycle Management, Logical Framework Approach, Theory of Change).
- Previous work experience in institutional contexts, such as CIHEAM Bari.

3. ASSESSMENT AND MONITORING ACTIVITIES

Performance of the consultant will be evaluated by the CIHEAM Bari Project Coordinator. The CIHEAM Bari Planning and Assessment Unit reserves the right to conduct intermediate and final monitoring to ensure compliance with the CIHEAM Bari mission.

4. 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 **10/10/2025**, no later than 11:59 p.m.

Applicants are requested to specify the following reference code in the email subject: "**Ref. n. 17/V/2025/FOODGaP - Application for External Project Manager.**"

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, maximum 2 pages.
- 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.

5. 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.

6. 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:

6.1 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.

6.2 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 *intuits 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.

7. 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.

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.

8. REMUNERATION

Remuneration for the entire project duration is € 30,000.00 (thirty thousand euros), and will be inclusive of taxes, charges, social security contributions and any other additional charges, with the exception of mission expenses, which will be covered by CIHEAM Bari.

Subject to agreement between the parties and in compliance with the thresholds set out in the procedures for the award of public contracts, CIHEAM Bari reserves the right, in the event of a possible extension of the project, to extend the contract period, without prejudice to the above-mentioned amount.

9. 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.

10. 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. All results, data, and intellectual property generated during the consultant's activities will be the sole property of CIHEAM Bari.