



PROFESSIONAL VACANCY ANNOUNCEMENT

N. 1 Head of Communication Office

Reference Code: Ref. n. 15/V/2025

Date of publication: 23/09/2025

Deadline for application: 23/10/2025

Position: Head of Communication Office

Job Type: Consultant (non-permanent contract)

Duty station: CIHEAM Bari (Valenzano, Italy); occasional short missions may be scheduled based on needs and activities.

Duration of assignment: following initial three-month probationary period, the 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, all necessary clearances have been obtained, and no objections have been raised by the competent authorities/institutions.

BACKGROUND

The CIHEAM - 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 actors of several Region (Mediterranean context, Western Balkan, West and East Africa, Middle East, Southeast Asia).

CIHEAM Bari's communication strategy involves sharing practical knowledge, experiences, and scientific diplomacy through publications, events, awareness campaigns, and information/dissemination to promote rural development and resilience of local communities through institutional support, technical assistance and capacity building addressed to institutions, students, researchers, farmers and other stakeholders in the Mediterranean and African region. Key tools include creating communication platforms/products like websites, newsletters, leaflets; fostering communities of practice for exchanging solutions to common problems; actively involving target audiences through social media. The strategy supports its mission to promote cooperation, sustainable development, and innovation in agriculture, food, and rural territories by providing concrete, tailored, and effective solutions.

CIHEAM Bari intends to select an experienced Head of Communication to lead its Communication Office.

The Head of Communication Office will be responsible for defining, developing, and executing the Institute's communication strategy to enhance reputation, visibility, and impact on a national and international scale and for managing the strategic, financial, organizational, and leadership aspects of communication activities as well as targeting different areas (media, public/institutional, donors).

TERMS OF REFERENCE

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.

Expected starting period: once the administrative and financial procedures for the allocation of the 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 may vary according to several variables, not depending on CIHEAM Bari.

Line Manager: CIHEAM Bari Head of Strategy and Planning Unit

KEY FUNCTIONS

During the performance of the assignment, the Head of Communication Office will constantly interface with the management of CIHEAM Bari, with the following responsibilities:

- **Strategy and Supervision**
 - Define and implement an integrated internal and external communication strategy aligned with the Institute's strategic objectives and the Director's directives.
 - Preserve and strengthen CIHEAM Bari's identity, reputation, and visibility.
 - Oversee the planning and production of all contents (editorial, multimedia, social, institutional), ensuring consistency, authority, and quality.
- **Digital Communication**
 - Develop and manage advanced digital strategies, leveraging social media, online campaigns, podcasts, video storytelling, and interactive communication tools.
 - Define and monitor digital performance indicators (reach, engagement, conversions), optimizing CIHEAM Bari's presence across all digital platforms.
- **Team and Organization**
 - Supervise the Communication Office and manage a multidisciplinary team (communication, graphic design, digital, press office), fostering growth and collaboration.
 - Organize internal workflows and communication to ensure alignment between area managers and the communication office.

- **Relations and Collaboration**
 - Cultivate relationships with media, agencies, institutional partners, international organizations, and relevant stakeholders.
 - Work closely with the Director, scientific area managers, and project offices to ensure integrated and well-informed communication.
 - Manage public relations activities, press office, institutional events, and local/international activations.
- **Channels and Content**
 - Effectively and accurately narrate CIHEAM Bari's activities (training, research, cooperation projects), making them accessible and relevant to diverse audiences.
 - Strategically use all channels: traditional and digital media, social media, email campaigns, events, and institutional publications.
 - Ensure the consistency and quality of the tone of voice and messaging across all public touchpoints.
- **Budget and Resources**
 - Manage the communication department's budget, allocating resources effectively and transparently.
 - Coordinate external suppliers, creative agencies, freelancers, and collaborators.

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:

- A degree in Communication, International Relations, Marketing, Journalism, or a related field.
- A minimum of 7 years of proven experience in senior communication roles and leadership experience in strategic communications.
- Proven ability to develop and execute comprehensive communication strategies that align with organizational goals.
- Proven expertise in content strategy and creation, with demonstrated ability to develop and execute a comprehensive content strategy and proficiency in creating a wide range of materials (from official press releases to dynamic digital campaigns)
- Experience building and maintaining strong relationships with key stakeholders, including media, government, and project partners.
- Demonstrated experience in team management and the coordination of internal and external resources.
- Previous experience in institutional contexts, such as public bodies, universities, research centers, NGOs, or international organizations.

1.2 Languages

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

1.3 Personal skills and capacities

- Strategic thinking: ability to develop and implement long-term digital strategies that align with institutional objectives and drive growth;
- Communication skills: exceptional written and verbal communication 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 contexts and/or projects/programmes.
- A strong plus: professional background in agronomy, environmental science, scientific fields.
- A portfolio of work demonstrating a proven track record of successful communication campaigns and published content. If any, applicants should provide a list of technical specific publications they have authored or contributed to throughout their professional career.
- 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 **23/10/2025**.

Applicants are requested to specify the following reference code in the email subject: **"Ref. n. 15/V/2025 "Application for Head of Communication"**.

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.

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 oversees 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.