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## PROFESSIONAL VACANCY ANNOUNCEMENT

### N. 1 International Project Manager

**Project: “Support to the Moldova Government for the alignment to the EU acquis in Agriculture and Rural development (Dev.MDA)”**

**Reference Code:** Ref. n. 23/V/2025

**Date of publication:** 18/11/2025

**Deadline for application:** 18/12/2025

**Position:** International Project Manager

**Job Type:** Consultant (non-permanent contract)

**Position Type:** Full-time, 12-month contract (renewable, with the possibility of extension for the entire project duration, based on performance and project needs)

**Duty stations:** Chisinau (Moldova), with travel through the central area of country, to Odessa and to Kiev; short missions may be scheduled in Italy at the CIHEAM Bari headquarters.

**Project title:** “Support to the Moldova Government for the alignment to the EU acquis in Agriculture and Rural development” – Dev.MDA”.

**Starting period:** CIHEAM Bari reserves the right to proceed with the candidate's appointment to the position only after the administrative and financial procedure for the allocation of the project funding has been completed, following clearances, and no objections have been received from the competent authorities/institutions.

**Donor:** Italian Ministry of Foreign Affairs and International Cooperation (MAECI) through the Italian Agency for Development Cooperation (AICS)

## BACKGROUND

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 intends to select an International Project Manager in the framework of the project "Dev.MDA -Support to the Moldova Government for the alignment to the EU acquis in Agriculture and Rural development" funded by the Italian Ministry of Foreign Affairs and International Cooperation through the Italian Agency for Development Cooperation.

The initiative will be implemented by CIHEAM Bari in collaboration with the Moldovan Ministry of Agriculture and Food Industry and other relevant national Authorities.

The initiatives aim to support the Governments of Moldova to increase its capacities to develop the agri-food industry, to diversify the agriculture markets, to develop the associationism among small agriculture producers, and facilitating the achievement of the EU Aquis for the specific sectors.

## TERMS OF REFERENCE

**Duty station:** Chisinau (Moldova), with travel through the central area of country, to Odessa and to Kiev; 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.

**Project duration:** 36 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 Head of Cooperation Area.

## 1. KEY FUNCTIONS

During the performance of the assignment, the International Project Manager will constantly interface with the management of CIHEAM Bari and/or with the authorized delegates, as well as with local institutional partners, to ensure:

- Drafting of overall and annual operational plans of the project;
- Implementation, follow-up and monitoring of the overall and annual operational plans;
- Daily management of the assigned activities to ensure timely and effective delivery of the expected outputs, outcomes and objectives;
- Participate at the recruitment of the project's staff;
- Address, supervise and monitor the project staff during the activities' implementation;
- Implementation and follow-up of the project's monitoring procedures (internal and according to CIHEAM Bari procedures);
- Oversee the procurement process, ensuring compliance with internal and donor regulations;

- Plan and supervise the short-term missions in loco, and by remote, of the national and international experts;
- Organize of regular coordination meetings with counterparts, local partners and relevant stakeholders;
- Acting as secretariat for the program Steering Committee (composed by representatives of the donor, Counterpart, and CIHEAM Bari);
- Drafting of mid-term and final technical reports, participate to the drafting of the financial reports and submit them to the steering committee for approval;
- Administrative/accounting management and monthly dispatch of on-site expense receipts, according to CIHEAM Bari's procedures;
- Application of the safety standards in compliance with the policies in force at CIHEAM Bari for implementing activities;
- Interaction and coordination with CIHEAM Bari's Cooperation Area, desk officer for all off-site and on-site activities and with the management of the other CIHEAM Bari project in the area.
- Planning and supervision of project's events and developing visibility, dissemination, and promotional material, in coordination with CIHEAM Bari's External Relations and Communication Office;
- Ensuring compliance with CIHEAM Bari's administrative and financial rules as well as its code of ethics;
- On behalf of CIHEAM Bari, establish and maintain fruitful relations with the local and Italian authorities on site (Embassy of Italy, AICS headquarters, counterpart, local partner, Ministries and relevant stakeholders);
- Participation in the six-monthly monitoring meetings that will be held at CIHEAM Bari headquarters in Italy.

## **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, or similar subjects (or other university degree, if accompanied by at least 10 years of experience in international cooperation projects/programmes in the field of agriculture/rural development).
- Proven professional experience of at least 10 years in international cooperation projects/programmes, in developing countries, in the field of agriculture/rural development, of which at least 3 in initiatives funded by MAECI/AICS.
- Proven professional experience of at least 5 years' experience in project management for development cooperation initiatives, in developing Countries.
- Previous experience in agro-food processing initiatives.
- In-depth knowledge of the techniques and methodologies for formulating, managing, and monitoring international cooperation projects (Project Cycle Management and Logical Framework approach; Theory of Change; RBM).
- Proficiency in the use of Microsoft Office software (Word, Excel, Power Point, Outlook, etc.) and demonstrated experience in management of data.

### **2.2 Languages**

- Italian (Mother Tongue or C1 level)
- English (C1 level required)

### **2.3 Personal skills and capacities**

- Leadership skills: ability to guide and motivate team members.
- Communication skills: effective communication with team members, stakeholders, and donors.
- Organizational skills: strong organizational abilities to plan and execute tasks efficiently;
- Time management: efficiently managing project timelines and deadlines;
- Problem-solving skills: addressing challenges and finding solutions effectively;
- Adaptability: being flexible and able to adjust to changing project requirements or circumstances;

- Risk management: identifying and mitigating potential risks to project success;
- Budget management: managing project finances and resources effectively;
- Technical expertise: understanding the project domain and relevant tools or technologies;
- Team building: fostering a positive team environment and promoting collaboration.

#### 2.4 Preferred requirements

- Knowledge of the context of Eastern Europe Countries;
- Previous working experience in Balkans and Eastern Europe Countries, particularly in the agricultural sectors, is strongly preferred;
- Previous experience as project manager in development initiatives, implemented by CIHEAM Bari, in developing Countries, is strongly preferred;
- Knowledge of international regulatory instruments for development aid, general and sectoral guidelines of Italian cooperation management mechanism for programmes funded by the Italian Agency for Development Cooperation;
- Previous experience in proposals and reports writing in the development sector;
- Italian nationality.

### 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](mailto:cv@iamb.it)

The application deadline is **18/12/2025 at 23:59**.

Applicants are requested to specify the following reference code in the email subject: **Ref. n. 23/V/2025 "Application for International Project Manager in Moldova"**. 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 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. EXCLUSION FROM SELECTION PROCEDURES

Applications will not be considered if:

- lacking any of the essential eligibility requirements;
- received after the deadline;
- documents are not duly signed;
- lacking necessary documents as per the above procedure.

## 5. 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. The Committee will evaluate the merits of the applications, awarding a maximum of 100 points according to the following criteria:

### 5.1 Qualifications (Max 40 points)

The assessment of the education, professional experience and skills, as well as the fulfilment of the essential and preferential requirements, as indicated in the documents submitted by the candidate, will be carried out according to the following parameters:

- ✓ Education - up to 10 points.
- ✓ Language skills - up to 10 points.
- ✓ Assessment of professional experience - up to 20 points.

### 5.2 Interview (Max 60 points)

Only candidates who score a minimum of 30 points against the essential and preferred requirements will be shortlisted and invited for an interview.

The interview will be conducted remotely using 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 skills and other necessary skills in order to determine whether the candidate's profile matches the vacancy. Notice 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 incurred in connection with 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'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 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.

## 7. 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.

## **8. 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.

## **9. 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.