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## PROFESSIONAL VACANCY ANNOUNCEMENT

### N. 1 Part-time Junior Expert

#### Project: “MAENA – Replenishing the sMall wAtEr cycle towards a more resilieNt Agriculture”

**Reference Code:** Ref. n. 1/V/2026

**Date of publication:** 08/01/2026

**Deadline for application:** 08/02/2026

**Position:** Junior expert

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

**Position Type:** Part-time, 12-month contract (renewable based on performance and project needs)

**Duty station:** CIHEAM Bari, Valenzano (BA)

**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:** “MAENA - Replenishing the sMall wAtEr cyclE towards a more resilieNt Agriculture”

**Donor:** EU - Interreg NEXT MED Programme

**Project code:** A\_T\_2.3\_0285

**CUP:** C63C25000970007

#### 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 a Junior Expert in technical project management for the project: “MAENA - Replenishing the small water cycle towards a more resilient agriculture”, funded by the Interreg NEXT MED Programme. The MAENA Project, lasting thirty-six months, intends to promote access to water, the sustainable management of water resources in agriculture and to strengthen farmers' ability to adapt to adverse climatic conditions.

## **TERMS OF REFERENCE**

**Duty station:** CIHEAM Bari, Valenzano (BA)

**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.

**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 Manager of the MAENA project

## **1. PROFESSIONAL PROFILE DESCRIPTION**

### **Junior Expert**

#### **• Tasks and duties:**

The Junior Expert will carry out the following tasks in technical project management envisaged in the MAENA Project in coordination with the CIHEAM Bari project manager and the working group:

- Technical management and preparation of all reporting relating to project activities.
- Preparation of programming for the entire duration of the project (activities, timetable, budget).
- Preparation of Terms of Reference for external experts to be involved according to the formats made available to the Administration Area.
- Participation in project meetings with partners to define the methods of organization and completion of project activities.
- Technical-specialist activity for planning activities and correct execution.
- Preparation of agendas and minutes of meetings shared with the partnership.
- Technical-specialist activity for periodic technical reporting and monitoring documents.
- Organizational and technical support for project coordination and management activities.
- Drafting of documents and technical reports in English, relating to the technical activities carried out.
- Respect for the CIHEAM Bari code of ethics.

#### **• Specific requirements:**

- Master's degree in technical-scientific disciplines or relating to research and innovation sectors in agriculture.
- Experience in the design and management of international projects.
- Knowledge of Project Cycle Management.
- Knowledge of technical and scientific terminology indispensable to project implementation.
- Ability to develop and draw up technical reports, work plans and other technical-financial documentation in English.
- Excellent organizational skills, ability to establish and maintain long-lasting and constructive interpersonal relationships, management of formal relationships with counterparts.
- Autonomy and spirit of initiative.
- Social skills related to adaptation, flexibility, friendliness.
- Good ability to use the most common programs (spreadsheets, video writing, slide presentations, internet browser).

## **2. VERIFICATION AND MONITORING ACTIVITIES'**

The activities will be verified by the Project Manager of CIHEAM Bari. In the intermediate and final phase, monitoring may be carried out by the Planning and Assessment Office, in order to verify the conformity of the tasks carried out with the mission of CIHEAM Bari.

## **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 **08/02/2026**.

Applicants are requested to specify the following reference code in the email subject: "**Ref. n. 1/V/2026 "Application for Junior expert"**".

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.

## **4. 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.

## **5. 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:

### **5.1 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.

## 5.2 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.

## 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).
- 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. REMUNERATION

For the activities indicated in paragraph 1, compensation is foreseen for the entire duration of the project equal to € 68,000.00, all-inclusive of taxes, duties, contributions and any further charges, with the exclusion of mission expenses which will remain borne by the CIHEAM Bari. Subject to agreement between the parties and in compliance with the thresholds established by the procedures for awarding public positions, CIHEAM Bari reserves the right, in the event of an extension of the project, to extend the contractual period.

## 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.