



PROFESSIONAL VACANCY ANNOUNCEMENT

N° 1 Local Administrative and Accounting Officer with Procurement Functions **Project: "Greening the future of rural communities in vulnerable Areas in Upper Egypt"**

Reference Code: Ref. n. 7.4/V/2026

Date of publication: 20/05/2026

Deadline for application: 04/06/2026

Position: Local Administrative and Accounting Officer with Procurement Functions (national staff)

Job Type: Consultant (non-permanent contract)

Duty station: Cairo, with missions to the governorates/villages when required

Starting period: CIHEAM Bari reserves the right to finalise the candidate's appointment to the position only upon completion of the administrative and financial procedure for project funding allocation, following clearances, and ensuring no objections from the competent authorities/institutions.

Main Referent: International Project Coordinator

Duration of assignment: From the date of the appointment to 30th December 2026.

Project title: "Greening the future of rural communities in vulnerable Areas in Upper Egypt."

Project Duration: 36 months

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

1. 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 regions (Mediterranean context, Western Balkan, West and East Africa, Middle East, Southeast Asia).

All the activities of CIHEAM Bari concern issues linked to sustainable agriculture at large, such as: food security, poverty reduction, strengthening institutional capacity, efficient use of natural resources, exploitation of agricultural production and productivity, promotion of organic farming, development of sustainable food systems, climate change adaptation, integrated management of coastal areas, women empowerment, and fishing and aquaculture.

CIHEAM Bari is implementing the project "**Greening the future of rural communities in vulnerable Areas in Upper Egypt**" funded by the Italian Ministry of Foreign Affairs and International Cooperation, through the Italian Agency for Development Cooperation (AICS).

The project is in line with the commitments and priorities of the Government of Egypt as identified in Egypt's Vision 2030, aiming to develop a competitive, diversified and knowledge-based economy characterised by social integration and participation, within a balanced and diversified ecosystem. Focusing on the governorates of Beheira, Beni Suef, Sohag and Asyut, the initiative aims to implement in four pilot villages a sustainable development model, based on the "adoption of a holistic and integrated approach". In particular, the action focuses on the following pillars:

- Promotion of good agricultural practices, including more efficient water, waste, and input use for healthier and higher production, reducing costs and lowering impact on the environment at the community level, developing Agriculture Cooperative Associations.
- Skills improvement and job opportunities for youth.
- Improvement of women's livelihood by providing support to their economic activities.
- Innovation promotion and transfer of small-scale innovative technologies to decrease the externalities of the economic and human activities on the natural resources.
- Foster the green and circular economy initiatives, as drivers of local economic development by promoting the valorisation of traditionally neglected and/or wasted resources.
- Raise the awareness of targeted communities on pollution, green and circular economy through an integrated and multi-variable approach presented in the form of pilot models.

The proposed action is inspired by the successful intervention models initiated and implemented over the last few years by MALR and CIHEAM Bari to support integrated rural development and increase the resilience of rural communities in Upper Egypt by promoting land consolidation, the circular economy, and good agricultural practices.

As the implementing agency of this project, CIHEAM Bari is responsible for the development and coordination of all project activities, the preparation of the related documentation, the drafting of reports on the state of implementation of the initiative, as well as the administrative management of the financial contribution, granted and managed under the organisation's regulations, rules, and provisions.

2. KEY FUNCTIONS

The Local Administrative and Accounting Officer with Procurement functions ensures the sound financial, administrative, and procurement management of the project at the local level, in full compliance with CIHEAM Bari and donor regulations. The role contributes to maintaining transparency, efficiency, and accountability in the use of resources, while supporting the smooth implementation of project activities. In particular, the Officer supports the Project Manager in the project's financial management and, when required, liaises with CIHEAM Bari headquarters to ensure alignment of procedures, reporting, and financial oversight.

In coordination with the CIHEAM Bari International Project Manager, his/her responsibilities are:

Project Administration

Ensure correct local financial and administrative management of the project, specifically regarding the documentation of expenditures.

- Manage the project's local accounting (records, audits) and ensure consistency with the Financial Manager in Italy.
- Support the PMU in the preparation of periodic financial reports for CIHEAM Bari HQ and the Steering Committee (SC).
- In collaboration with the local Financial Controller, monitor and manage the bank account and cash funds (central and local) for project expenses in Egypt, ensuring that payments and reimbursements are made via documented transfers.
- Ensure that all accounting documentation produced by the field offices is delivered to the Cairo office.
- Enter all accounting documents into the Project Information and Management System to enable constant remote monitoring by the HQ.

Procurement Support

Provide support to the project team on the purchases and the preparation of the procurement Documentation:

- Support the Project Manager and the HQ in the preparation of all the administrative documentation required for the procurement of services, goods, and equipment, in compliance with the procedures of CIHEAM Bari and the PRAG:
- Provide support, where required, to the processes of publication, evaluation, and contract award.
- Ensure proper filing, documentation, and traceability of all procurement-related documents.
- Manage the entire purchasing process, from the procurement request to payment management, ensuring that the project consistently has the materials and services required for its activities.
- In collaboration with the PM, manage the sourcing and selection process for consultants or consultancy firms, ensuring transparency.
- Identify, evaluate, and negotiate contracts with external suppliers to ensure the best economic conditions, as well as product/service quality and reliability.
- Verify the compliance of service contracts with CIHEAM Bari regulations and the project budget.
- In collaboration with the Financial Manager and the Procurement expert in Italy, analyse expenditures and monitor cost performance, working to reduce procurement costs without compromising quality.
- Build and maintain strong, productive relationships with suppliers to ensure stable, long-term provision.
- Manage the administrative and financial stages related to the payment of local consultants (settlement, invoicing).

3. EDUCATION, TECHNICAL SKILLS & KNOWLEDGE REQUIRED

- University degree in Economics, Administration, Accounting or related disciplines.
- Proven experience in accounting and administrative procedures for international cooperation projects in rural or agricultural contexts.
- Knowledge of administrative regulations and procurement procedures, preferably in line with those of CIHEAM Bari or the Donor (AICS).
- Proficiency in using accounting software and cloud-based information management systems.
- Excellent command of English and native Arabic speaker (both spoken and written).

4. EXPECTED DELIVERABLES

The following series of deliverables is required:

- Six-monthly Financial expenditure report
- Procurement evaluation reports
- Preliminary Market assessment reports
- Monthly progress reports detailing the activities conducted, to be attached to the monthly invoice.

5. 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 **04/06/2026**.

Applicants are requested to specify the following reference code in the email subject: ***"Ref. n. 7.4/V/2026 - Application for Local Administrative and Accounting Officer with Procurement Functions"***.

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 a valid ID.
- 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 of 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.

6. 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.

7. 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:

7.1 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.

7.2 Interview (Max 60 points)

Only candidates scoring at least 30 points under the 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 an 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.

8. 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.

In case availability is not granted, CIHEAM Bari reserves the right to appoint another candidate from the ranking list.

9. 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 on a case-by-case basis.

As an international intergovernmental organisation, CIHEAM Bari cannot act as a 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 Organisation's core values.

10. PERSONAL DATA PROCESSING

Applicants are aware that submitting their application implies consent 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 on 5 July 2019 ("Information Security and Personal Data Protection Policy"), based on EU Regulation 679/2016 – "General Data Protection Regulation", including subsequent amendments.

11. 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.