



STAFF VACANCY ANNOUNCEMENT

Recruitment of a TECHNICAL AGENT (grade B4, full-time) at the International Centre for Advanced Mediterranean Agronomic Studies, Mediterranean Agronomic Institute of Bari (CIHEAM Bari)

Ref. n.: 13/V/2026

Date of publication: 29 July 2026

Deadline for application: 29 August 2026

Job contract: Technical Agent (Grade B4, Full-time)

Job title: Junior Documentalist

Duty station: CIHEAM Bari (Valenzano, Bari – Italy)

Starting date: 1 October 2026

Contract: open-ended contract, with a six-month probationary period

BACKGROUND

The Mediterranean Agronomic Institute of Bari (CIHEAM Bari, Italy) is one of the four institutes of the International Centre for Advanced Mediterranean Agronomic Studies (CIHEAM). CIHEAM is an intergovernmental organisation with a mandate for the development of activities in higher education, vocational training, research and cooperation. It was established in 1962 and is composed of thirteen Mediterranean Member States (Albania, Algeria, Egypt, France, Greece, Italy, Lebanon, Malta, Morocco, Portugal, Spain, Tunisia and Turkey). Its General Secretariat is based in Paris. CIHEAM's mission is to train agriculture executives from the Mediterranean countries, to carry out studies and research on Mediterranean agriculture within its international context, and to implement cooperation and development projects with the countries and actors of the Mediterranean region.

CIHEAM Bari is a Centre for post-graduate training, applied scientific research and design of *in-loco* partnership actions as part of international cooperation programmes. Within this framework, the Innovation and Knowledge Transfer Area (IKT Area) of CIHEAM Bari is responsible for managing, sharing, and capitalizing on the knowledge and innovations generated by the Institute's diverse activities. A core pillar of this Area is knowledge sharing, which aims to systematically collect, preserve, and add value to the intellectual, scientific, and technical outputs produced across all Areas and Units of CIHEAM Bari.

To strengthen these activities, the Documentation Centre is seeking a qualified Junior Documentalist to ensure efficient data curation, information accessibility, and seamless internal and external knowledge dissemination.

TERMS OF REFERENCE

In conformity with the Statute of the Organisation, CIHEAM Bari announces a vacancy for the position of n.1 Documentalist (grade B4), full-time, at CIHEAM Bari Institute in Valenzano (Bari), Italy.

The selected applicant will be granted the status of CIHEAM Bari Official as Technical Agent, following the CIHEAM General Staff Regulations with an open-ended contract. The contract starts with a six-month probationary period.

1. ROLES AND RESPONSIBILITIES

Under the overall supervision of the CIHEAM Bari Director and the Head of Innovation and Knowledge Transfer Area of CIHEAM Bari, the Technical Agent shall serve as: **JUNIOR DOCUMENTALIST**.

Purpose of the job:

The Junior Documentalist will assist to ensure the efficient organization, digital preservation, and cataloguing of the Institute's administrative, scientific, and technical documentation. Serving as a key operational link, the successful candidate will manage archival workflows, provide administrative support, and actively facilitate knowledge sharing and capitalisation, transforming project-based outputs into accessible, high-value assets that support research, training, cooperation and innovation transfer.

Key responsibilities and duties:

- Collect, classify, index, and catalogue scientific papers, technical reports, project deliverables, and training materials produced by CIHEAM Bari Areas and Units.
- Maintain and update the physical and digital archives, databases, and institutional repositories, ensuring compliance with bibliographic and open-access standards.
- Coordinate the incoming and outgoing flow of official documents through registry protocols, ensuring systematic indexing, digitization, and compliance with archival standards.
- Support the integration process of the Digital Document Management System within the CIHEAM Bari Integrated Digital Information System.
- Monitor trends in digital preservation, open science, and information management to continuously upgrade the Documentation Centre's services.
- Manage daily administrative tasks, including handling correspondence, scheduling, drafting formal notes, and providing both synthetic and analytical data upon request.
- Facilitate the retrieval of strategic information, technical literature, and data to support researchers, project managers, and students.
- Support the dissemination of the Documentation Centre's assets through the creation of info-products (e.g., factsheets, bibliographical reviews) and digital content for newsletters or web platforms.

2. REQUIRED QUALIFICATIONS AND EXPERIENCE

Education

- A University Degree (Bachelor's or Master's) in Humanities, Law, Political Science, or related fields.
- A specialization in digital repositories or scientific knowledge management is a strong asset.

Experience

- At least two (2) years of professional experience in document management, digital archiving, or library services, preferably within research centres, international organizations or consulting firms.
- Previous working experience with the CIHEAM Bari is a strong asset.
- Proven experience in managing digital repositories, database software, content organization, editorial activities, international archiving standards, cataloguing rules.
- Proven experience in knowledge management practices and institutional communication is highly desirable.

Skills and Competencies

- Excellent organizational skills, attention to detail, and a structured approach to data classification.
- Strong interpersonal and communication skills to effectively interface with different technical and scientific teams across the Institute.
- Proactive mindset with proven ability to work effectively in a multidisciplinary and multicultural team environment
- Ability to foster a collaborative work environment by sharing tasks and information effectively, respecting organizational roles, and managing duties with a constructive, solution-oriented approach.

Language Requirements

- Proficiency in English and Italian (written and spoken) is required, given the international nature of CIHEAM Bari and the local institutional context.
- Knowledge of French and Spanish is considered an asset.

3. APPLICATION PROCEDURE

All interested applicants shall submit the application, duly dated, and signed, in pdf format, to the following email address: recruitment@bari.ciheam.org

The application deadline is **29/08/2026**.

Applicants are requested to specify the following reference code in the email subject: ***“Vacancy Ref. n. 13/V/2026 – Technical Agent”***. Applications without the above reference will be excluded from the selection.

The application dossier shall include:

- Motivation letter in English (maximum 1 page, A4, Times New Roman, 12), duly signed.
- Curriculum vitae in English (Europass format) duly signed.
- Copy of valid passport or ID card.
- Statement *“Information about collecting, storing and processing Personal Data”*, duly signed for approval.

Applicants must provide a valid telephone number and email address for all communications, and promptly notify CIHEAM Bari of any changes after submitting their application.

The application must be sent by email, containing a maximum of four (4) PDF files. Please note that only complete applications received within the deadline will be considered. Before applying, candidates should ensure they fulfil all the essential requirements specified in this vacancy notice.

The curriculum vitae must clearly state the start and end dates of all previous employment, specifying whether the positions were full-time or part-time. Comprehensive details of professional experience, training, research, or studies must also be provided in the CV. Upon request, candidates must provide supporting documentation verifying the duration and nature of these experiences.

CIHEAM Bari is committed to fostering an inclusive work environment and achieving gender balance; therefore, qualified female candidates are strongly encouraged to apply.

4. EXCLUSION FROM SELECTION PROCEDURES

Applications containing the following defects will not be considered:

- Applications lacking any of the essential eligibility requirements.
- Applications received after the deadline reported in this announcement.
- Application documents are not signed.
- Application lacking any essential document as per application procedure.

5. EVALUATION OF APPLICATIONS

Once the application deadline has passed, CIHEAM Bari shall assess the eligibility of candidates, verifying the fulfilment of admission requirements and the absence of any grounds for exclusion. Subsequently, CIHEAM Bari shall appoint an independent and impartial Selection Committee. Operating in compliance with CIHEAM Bari's rules and regulations, the Committee shall evaluate the applications on their merits. A shortlist will be established, and selected candidates may be invited for an interview/oral presentation of their qualifications. The Committee will then submit its recommendations to the Director of CIHEAM Bari prior to the formalization of the final ranking list.

6. RESULTS OF THE SELECTION

The successful candidate shall be informed accordingly. In the event of withdrawal of the selected applicant or early termination of the contract, the Administration reserves the right to recruit another candidate from the ranking list, subject to the availability of financial coverage. Please note that admission to employment is conditional upon the submission of a duly completed CIHEAM Bari health questionnaire. The contract cannot be finalized failing the submission of this document.

7. CONTRACT AND REMUNERATION

Contract Type: Permanent (indefinite-term) contract, subject to the successful completion of any applicable probationary period as per CIHEAM Bari Staff Regulations.

Remuneration and Benefits: The gross salary and allowance package is determined in accordance with the official CIHEAM Bari salary scale for permanent staff and is paid in Euros. The initial salary step, allowances, and other benefits are subject to CIHEAM Bari's Staff Rules and Regulations; it is based on the successful candidate's professional seniority, specialized qualifications, and level of competence in relation to the responsibilities of the post.

Standards of Conduct: Permanent staff members are required to adhere to the CIHEAM Bari Code of Ethics and Conduct, reflecting the Organization’s core values and institutional commitments.

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’s staff, who oversee the storage and use of 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.