



Vacancy announcement
n. 1 International Coordinator
Programme:
**“Sustainable Improvement of Agriculture
Mechanization Systems in Minia and Fayoum”.**

PROFILE DESCRIPTION

The CIHEAM Bari, Italian seat of CIHEAM (Centre International de Hautes Etudes Agronomiques Méditerranéennes) intergovernmental organization having its HQs in Paris, announces this vacancy to select **n.1 International Coordinator** with experience in international cooperation within a programme to be soon started up in the Egyptian governorates of Minia and Fayoum. The Italian Ministry of Foreign Affairs and International Cooperation is funding the initiative through a soft loan. The CIHEAM Bari is the organization providing the technical and scientific support to the Ministry of Agriculture and Land Reclamation and its implementing agencies.

Summary: the programme has been conceived thanks to the will of the Egyptian Government to activate the soft loan funds with the aim of developing modernization of regional Service Centers for Mechanization , of the Agricultural Cooperative Association in the same villages, as well as the Research stations operating in the same governorates.

Site for the Assignment: Cairo, Minia, Fayoum - Egypt.

Duration of the assignment is 12 months, eventually renewable up to a maximum of 36 months in total.

The assignment shall be formalized and eventually renewed only further to security clearances provided by Egyptian Government and to the administrative setup of the financing (first installment credited to CIHEAM Bari).

The CIHEAM Bari encourages participation of qualified women for the position on subject.

Candidates shall own at least 7 years of experience in coordinating international development projects in MENA Countries (Middle East – North Africa).

Candidate knows Project management according to the Project Cycle Management and owns documented competences, excellent skills of organization, capacity to establish and maintain long and constructive interpersonal relationships with partners representatives, managing formal relationships with the institutional counterpart (Ministry of Agriculture and Land Reclamation) as well as with the National Coordinator and the national partner institutions which contribute to carry out activities.

The international CIHEAM Bari coordinator in loco shall be responsible of general supervision of all project activities in Egypt and in particular of the technical and financial management within given deadlines as foreseen by the overall and annual work plans and by the CIHEAM Bari Administrative procedures and financial regulations. He/she shall coordinate the Project Management Unit – PMU and shall liaise with the CIHEAM Bari director and/or his delegates.

Nationality: Italian

Languages: Italian (mother tongue); English (minimal level B2). Knowledge of Arabic shall be considered as a favorable asset.

The international coordinator shall ensure technical and financial management, coordination of national and international experts, preparation of detailed agenda for mission in Egypt and in Italy, relationships with governorates and local institutions, beneficiaries, preparation and presentation of work plans, budget amendments, ordinary management and accountancy, preparation of technical and financial reports (yearly and final), management of communication and visibility, liaison with CIHEAM Bari director. He/she will act as technical secretariat during the steering committee meetings interacting with members and providing all necessary support to national coordinator in conformity with the project document, the approved work plans and in conformity with CIHEAM Bari financial regulations.

1. Obligations and Responsibilities

The international coordinator, under direct or delegated supervision of the CIHEAM Bari Director and in strict coordination with the National Programme Coordinator, shall manage the PMU and in particular shall ensure:

- Overall and yearly work plans preparation
- Technical and financial Reports (Annual and final) preparation
- Support to organization (both administratively and logistic) of the activities, including monitoring and on going evaluation;
- Managing awareness sessions, training sessions, seminars, workshops whereas demanded
- Managing the communication and visibility plan
- Organizing and managing short missions in Egypt as well as Technical visits in Italy.

- Coordinating with the Italian Cooperation office at the Embassy as well as with involved Egyptian authorities on behalf of CIHEAM Bari Director
- Ensure proper logistic for all activities through project funds
- Ensure proper performances level even in synergic way with other on going projects in Egypt and financed as well by Italian Cooperation
- Ensure his/her presence in Italy at CIHEAM Bari HQs (Bari) as well as at Ministry of Foreign Affairs and International Cooperation (Rome) when demanded/requested.

2. General and preferential requirements

Candidates must own the followings:

- Degree in Scientific Disciplines (Agriculture, Forest, Biology) or equivalent. Furthermore, degree in Social/Economic disciplines may be accepted (economics, human sciences, international cooperation) or equivalent;
- Excellent social skills, verbal and written presentation skills in English;
- Good knowledge and use of most common softwares (calculation spreadsheets, video typing, presentation software, internet browsers);
- Language: Italian (mother tongue), English (written, spoken, read. Minimal level B2).

Preferential Requirements:

- Knowledge of Arabic
- Previous experiences as coordinator of cooperation programmes in Egypt
- Previous experiences in coordinating agriculture mechanization projects;
- Previous successful working experiences with CIHEAM Bari;

Owning one or more of the requirements above shall give right to additional marks during evaluation.

3. Working Experience and Personal abilities

- At least 7 years of documented professional experience for coordinating cooperation projects in MENA regions (Middle East/North Africa);
- Excellent capacities for redaction of written reports, work plans, templates, notes, ordinary correspondence, in English language;
- Experience in managing work group meetings, seminars, conferences at national and international level;
- Good level of empathy, politeness, capacity of acting and interacting in a positive and constructive way, attitude to focus on problems and problem solving capacity, autonomy, capacity to work in group, preventing conflicts/misunderstandings, maintaining positive dialogue with all interlocutors with transparency and coherence;
- Ensure correct implementation of activities in Egypt taking into consideration security conditions and maintaining continuous coordination with local counterparts.

4. Participation Dossier

The following documents are requested:

- Curriculum Vitae (Format Europass), duly filled in **English and signed** specifying civil status, description of academic and/or professional certificates, working/academic activities carried out and finally, title/qualification owned by candidate and considered useful to estimate his/her valuable capacities to perform the tasks (format PDF);
- A motivation letter in English duly signed (format PDF) with the following statement:
"I am fully aware that contracting and taking function in Egypt shall depend on the effective release of first installment and security clearance from Egyptian Government. Furthermore , I authorize CIHEAM Bari to send my passport to the Egyptian Authorities to accomplish necessary steps for Security Clearance, freeing CIHEAM Bari by any responsibility for related times demanded for such accomplishment".
Motivation letter without the statement above shall lead to reject candidature.
- A full photocopy of the passport. Without such attachment , the candidature shall be rejected.

5. Selection procedure and contracting.

Conformity of candidature dossier shall be evaluated by a restricted Committee as foreseen by CIHEAM Bari procedures. This committee shall pre select the received CVs. Successively, only preselected candidates may be interviewed in person or through web video.

The evaluation commission shall communicate to the CIHEAM Bari direction the final evaluation results.

The assignment shall be formalized only following the reception of the financial installments, the security clearance and in conformity with CIHEAM Bari financial regulations and procedures.

Remuneration shall be in Euro, including taxes and all fees and obligations. Salary shall be quantified according to the real experience of the candidate and according to CIHEAM Bari fares.

Candidatures shall be sent through e-mail within Thursday 30 June 2016 (23.59 Italian time) at the following e-mail:

application@iamb.it

Mandatory annexes to the e-mail:

- 1 CV Europass format, signed (format PDF) in **English**;
- 1 motivation letter in English (max one page, Times New Roman Font 12), signed (format PDF) with the mandatory statement "I am fully aware that contracting and taking function in Egypt shall depend on the effective release of first installment and security clearance from Egyptian Government. Furthermore , I authorize CIHEAM Bari to send my passport to the Egyptian Authorities to accomplish necessary steps for Security Clearance, freeing CIHEAM Bari by any responsibility for related times demanded for such accomplishment";

Motivation letters without the statement above shall be rejected.

- Copy of all pages of valid Passport (PDF format).

Electronic mails shall have as object:

"Vacancy announcement for 1 international Coordinator Expert for Mechanization project in Egypt"- Name, Surname of candidate.