



**Junior Professional Officer (JPO) Programme**  
**at the International Centre for Advanced Mediterranean Agronomic Studies,**  
**Mediterranean Agronomic Institute of Bari (CIHEAM -Bari)**

**Position:** *International Cooperation Officer*

**Unit:** *Development and Planning Area*

**Duty station:** *CIHEAM Bari, Valenzano (BA), Italy – with field missions in countries where CIHEAM Bari operates*

**Type of post:** *Fixed-term contract (Grade A5/4)*

**Duration:** *2 years*

**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 missions are 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 international cooperation programmes. Currently, CIHEAM Bari works in around 25 countries in the Balkans, MENA Region, sub-Saharan Africa and Asia.

**TERMS OF REFERENCE**

In conformity with the Statute of the Organisation, CIHEAM Bari announces a vacancy for the position of n.1 Junior Professional Officer at CIHEAM Bari, Valenzano (BARI), Italy, with possible field missions in countries where CIHEAM Bari operates.

**1. ROLES AND RESPONSIBILITIES**

**Purpose of the job:**

Under the coordination of the Head of the Development and Planning Area, the Junior Professional Officer will support the activities of the Development and Planning Area pertaining to the Organization's mandate,

with particular focus on the initiatives carried out in partnership with the Italian Cooperation (Italian Ministry of Foreign Affairs and International Cooperation and Italian Development Cooperation Agency).

**Key Functions/Results:**

- Collection and analysis of information, data and statistics to support project design, implementation and monitoring and evaluation
- Drafting of position papers, policy documents, concept notes, agendas, issue notes, presentations, speaking points and follow-up documents for national/international events
- Participation in the organization of trainings, workshops, seminars etc.
- Support in managing contacts and relations with CIHEAM Bari donors and partners
- Perform other related duties as required.

**Specific Functions:**

In the frame of ongoing development cooperation projects, the Officer may be required to undertake field missions with the following tasks:

- Collect useful information on rural/coastal communities addressed by the projects.
- Contributing to the drafting of technical reports, and the organization and execution of activities planned within the projects.
- Organizing and participating in periodic coordination meetings with local partners and CIHEAM Bari experts involved in the projects.
- Facilitating meetings with stakeholders in the sector of interest.
- Monitoring and reporting on the progress of activities.

## **2. QUALIFICATIONS AND SKILLS REQUIRED**

**Minimum Requirements**

- Advanced university degree in political science, socio-economic studies, international relations, sustainable development, agriculture, natural resources management or in a related field.
- A minimum of 2 years of relevant professional experience with international organizations, and/or governmental agencies, NGOs, public or private entities dealing with development cooperation.
- Demonstrated ability to work effectively and ethically in international settings with multi-cultural teams on technical and administrative project issues.
- Good command of spoken and written English and French (CIHEAM's two working languages).

**Competencies**

- Ability to assist the management of diverse tasks and facilitate relationships among multiple parties.
- Expertise preparing thorough, well-written, and concise documents, conveying complex concepts in a clear and concise way.
- Ability to work and effectively communicate across operations, programs, project teams and stakeholders.
- Ability to work efficiently in a team environment as well as independently.
- Organizational skills and attention to detail.
- Ability to use discretion and high level of trustworthiness.

**Technical Skills**

- Knowledge and relevance of experience in project cycle management (PCM).
- Expertise with and knowledge of the 2030 Agenda and the Sustainable Development Goals.
- Deep knowledge and relevance of experience in areas of international cooperation, rural development, sustainable agriculture, development issues.
- Analytical and conceptual skills with ability to write concept notes, project documents and papers and ability to analyze and integrate diverse information from various sources.

**Desirable Qualifications and Skills**

- Additional educational and professional qualifications, as well as certificates relevant to the professional profile to be conferred.
- Proficiency in all programs in the Microsoft Office Suite; experience in other computer programs desired.
- Sound knowledge of the Result Based Management approach.
- Extent and relevance of experience with International Organizations.
- Good command of spoken and written Italian

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.