



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

Position: FINANCIAL OFFICER

Unit: Accounting and Administration Area

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

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

Duration: 1 year (renewable)

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 40 countries in the Balkans, MENA Region, sub-Saharan Africa and Asia. 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.

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 (Italy), with possible field missions in countries where CIHEAM Bari operates.

1. ROLES AND RESPONSIBILITIES

Purpose of the job:

Under the supervision of the Head of the Administration Area, the Junior Professional Officer will support the activities 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:

The JPO will support the Administration and Finance Unit across the full financial management cycle, with a focus on project and organizational finances.

A. Financial Management and Reporting

- **Budget Support:** Assist in the preparation, revision, and monitoring of institutional and project budgets, ensuring efficient resource allocation and adherence to approved financial plans.
- **Expenditure Tracking:** Monitor project expenditures against budget lines, identify variances, and support the Head of Unit in implementing corrective measures.
- **Payment Processing:** Support the timely and accurate processing of payments to vendors, partners, and beneficiaries, verifying supporting documentation.
- **Financial Reporting:** Contribute to the preparation of internal and external financial reports for donors (e.g., EU, UN agencies, national cooperation bodies) and CIHEAM management, ensuring compliance with relevant accounting standards.

B. Compliance and Audit

- **Policy Implementation:** Assist in the implementation and application of CIHEAM's financial policies, procedures, and internal control systems.
- **Documentation:** Ensure all financial transactions are properly documented, recorded, and filed in accordance with organizational and donor requirements.
- **Audit Support:** Participate and assist in internal and external audits of financial records and transactions, preparing necessary documentation and responding to queries.

C. Administrative and Operational Support

- **Procurement:** Provide support for procurement processes, ensuring compliance with CIHEAM's procurement rules and best value for money principles, specifically regarding financial documentation.
- **Stakeholder Collaboration:** Coordinate effectively with Program Managers, Project Teams, and other units (e.g., Development and Planning) to facilitate seamless financial operations and knowledge sharing.
- **Capacity Building:** Contribute to sharing best practices and providing guidance/training to program staff on financial procedures and compliance.

2. QUALIFICATIONS AND SKILLS REQUIRED

Essential Requirements

- **Education:** Advanced university degree (Master's or equivalent) in Economics, Finance, Business Administration, Accounting, or a related field.

- Experience: A minimum of 2 years of relevant professional experience in financial management, accounting, or audit, preferably within an international organization, NGO, or governmental institution.
- Language: Excellent command of spoken and written English is mandatory. Working knowledge of French (one of CIHEAM's working languages) is a strong asset.
- Technical Skills: Proficiency in MS Office Suite (especially advanced Excel for financial analysis and reporting). Familiarity with financial/accounting software is desirable.

Core Competencies

- Analytical Skills: Strong analytical and conceptual skills with meticulous attention to detail and ability to interpret financial data and regulations.
- Teamwork and Communication: Proven ability to work efficiently in a team-oriented, multicultural environment and communicate effectively across diverse stakeholders.
- Professionalism & Ethics: High level of trustworthiness, discretion, and adherence to ethical standards in handling sensitive financial information.
- Organizational Skills: Excellent organizational skills with the ability to manage multiple tasks, prioritize workload, and meet deadlines.

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.
- Extent and relevance of experience with International Organizations.

CONDITIONS OF SERVICE

The JPO will be evaluated annually against a set of performance objectives defined in consultation with the Supervisor, based on the responsibilities outlined in this TOR and aligned with CIHEAM Bari's strategic goals.

Yearly salary amounts to 48,000 EUR, and it is paid in monthly installments. This amount is to be considered gross of Italian personal income tax (Irpef), which will be borne by the JPO.