

**VACANCY No 2/2015 FOR KEY EXPERT – POSITION OF TEAM LEADER
IN THE FRAME OF THE CONTRACT “Management of EU Info Centre and Info Points
EuropeAid/137132/DH/SER/BA; EC/BiH/TEN/15/011”**

INFORMEST in Consortium with Communis Media SA (BiH) has been invited by the European Union Delegation to Bosnia and Herzegovina to take part in the restricted tender procedure for the contract: “Management of EU Info Centre and Info Points - EuropeAid/137132/DH/SER/BA; EC/BiH/TEN/15/011”
The Consortium led by INFORMEST has been shortlisted together with other 5 candidates.

The overall objective of the project “Management of EU Info Centre and Info Points” of which this contract will be a part is as follows:

To manage an existing EU Info Centre (EUIC) in Sarajevo and to establish and manage EU Info Points (EUIP) in Banka Luka, Mostar and Brcko in order to increase general understanding of the EU, its policies and programmes among the citizens of Bosnia and Herzegovina as well as to increase knowledge of the country’s accession process and its implications among different target groups.

For the project management and related activities’ implementation, as requested by the Term of Reference received by the EU Delegation to Bosnia and Herzegovina for the above mentioned restricted procedure, the Consortium led by INFORMEST is selecting a Key Expert with the function of Team Leader, considering that key expert position is those whose involvement is crucial to achieve the project objectives.

The selection procedure will respect the terms and requisites of the present notice. It will be subjected to the comparative evaluation of the curricula sent by the candidates with proved specialization and specific technical and professional competences.

All qualified candidates are encouraged to apply to the above-mentioned position.

INFORMEST will publish on the website the results of the selection and will contact the candidates to the e-mail address or fax number, as indicated in their application forms, no other means of communication will be used.

The contract with the selected Team Leader will be signed only in case the EUID BiH will award the tender to Informest.

Further information are provided below:

1. CONTRACTING AUTHORITY

INFORMEST

Via Cadorna, 36 - 34170 GORIZIA

Tel: 0481/597411 – Fax: 0481/537204

E-mail: informest@informest.it

Website: www.informest.it

Responsible for the procedure – also referred as RUP: Sandra Sodini – Head of Economic Cooperation Department

2. JOB PROFILE

Team Leader

3. DURATION

Contract duration: 12 months full time

Provisional commencement date: January / June 2016 – upon contract signature in case of tender award

The EU Info Centre will be opened from Monday to Friday from 9.30h to 17.30, except on official holidays. The EU Information Centre will be closed for 2 weeks during Christmas/New Year season and 2 weeks during summer season. Exact non-working dates in these 2 periods will be proposed by the EUD Project Manager. The EUIPs will be open for visitors from Monday to Friday from 14:00h to 17:00.

Exceptional working hours shall be asked by the EUD in BiH from time to time.

4. DEADLINE FOR SUBMISSION OF THE APPLICATION

12TH October 2015 – h 13:00 (Central European time)

5. LOCATION

The project activities will be conducted in Bosnia and Herzegovina. The operational base for the project will be the EUIC in Sarajevo, BiH including the EUIPs in Banja Luka, Mostar and Brcko also in BiH. On-site-visits are also expected to be organized throughout the country.

6. PROFILE, TASKS AND RESPONSIBILITIES

The Team Leader will be the main contact point and reporting for the Consortium led by Informest and the EUD in BiH. The Team Leader will be responsible for the overall coordination and full management of the team including Sarajevo based staff and those of the EU Info Points in Banja Luka, Mostar and Brcko as well as contract activities and outputs, including the technical, financial and human resources. Her/his task would be coordination of all the team activities, smooth daily operation and all necessary crisis management. S/he must create synergies between all the actions related to the project and ensure that they are part of an overall concerted programmatic approach. In particular s/he must have full quality control of all the team outputs and full responsibility of their attendance, respecting of deadlines and coordination. S/he would have excellent organizational and interpersonal skills as well as analytical skills and ability to work under time pressure. Experience in working with project specific target groups and multipliers (such as civil society, media, academics, business, government, etc.).

The team leader must have good knowledge of the media, government and public institutions as well as civil society organization in BiH and broad knowledge of EU-BiH relations in order to be able to fully understand and address the public activities envisaged under this contract.

The Team Leader will ensure and participate in, as needed, the daily staffing of the EUIC. S/he must be able to work under pressure within short deadlines. When required by the EUD s/he will be expected to perform his/her duties during weekends and holidays.

The Team Leader will be responsible for the financial/budgetary issues in close cooperation with INFORMEST.

7. REQUIRED COMPETENCES

Qualification and skills

- University degree in PR/Communication or Political/Social Sciences or similar fields covering PR/Communication and information areas
- Excellent communication and interpersonal skills
- Excellent command of spoken and written English language
- Excellent command of spoken and written local languages
- Excellent knowledge on the EU, its policies and European integration process
- Advanced PC skills (MS Office, particularly MS Excel, MS Word, MS Project and MS Power Point)
- Able to work under time pressure and within short deadlines
- Available on-the-spot in support of weekend/evening events when needed

General professional experience

- At least 5 years of proven professional experience in project management, including team management
- good knowledge about EU Cooperation Programmes;
- good knowledge of the socio economic and political structure in BiH as well as media and civil society

Specific professional experience

- Team leader or equivalent position experience of at least 2 projects over the last 7 years, with minimum duration of 1 year as team leader in total
- Minimum 3 year previous professional experience working for EU financed communication project or EU institutions or local institutions dealing with promotion of the European integration process in BiH will be considered as an asset

8. APPLICATION FORMAT AND DETAILS TO BE PROVIDED

Application must be submitted using the forms available at the following internet address:

<http://www.informest.it/lavora-con-noi/avvisi-posizioni-estero.aspx>; together with

1. Application form duly signed demonstrating possession of the requirements as per above using the format published on the vacancy announcement page and forming a substantial part of the present notice,
2. Curriculum Vitae (EuropeAid format enclosed on the vacancy announcement). Any qualification, skills and experience stated in the respective CV must be substantiated by supporting documents (with accurate translation in English), such as copies of degrees or diplomas and employers' certificates, otherwise they may not be taken into account.

INFORMEST has the rights to extend or rebid the deadline for the submission of applications as well as the to suspend, modify and revoke the procedure for the present selection in any time and whatever the state of progress. To this attempt the interested parties cannot wield any claim to compensation or indemnity. The publication of the present notice does not imply any obligation for INFORMEST to award the position neither for the applicant any right to obtain reimbursement or performance from the Agency itself. The candidate shall communicate, by writing, any change related to the address that may occur, after the submission of the application, in order to allow INFORMEST to communicate the selection results. INFORMEST will not be responsible in case of loss of documents due to wrong indication of contacts or to late or undelivered communication of address change or because of postal or telegraphical disservice not ascribable to INFORMEST.

9. HOW APPLICATIONS MAY BE SUBMITTED

Application must be submitted exclusively in ENGLISH by one of the following means:

- fax +39 0481 537204, e-mail: informest@informest.it with confirmation of receipt, recorded deliver (official postal service) or hand delivered (including courier services) to INFORMEST, via Cadorna 36, 34170 Gorizia (Italy). The subject "VACANCY No.2/2015 POSITION OF TEAM LEADER IN THE FRAME OF THE CONTRACT "Management of EU Info Centre and Info Points EuropeAid/137132/DH/SER/BA; EC/BiH/TEN/15/01" must be clearly marked on the envelope/e-mail/fax containing the application form. Any application received by other means and/or after the deadline will not be considered. Any incomplete application will lead to its rejection.

10. SELECTION CRITERIA

The selection criteria is based on the comparison of CVs following the criteria listed in point 7 of the present announcement.

If more than 3 candidates meet the above mentioned criteria an interview will be organized at Communis Media SA Headquarters in Sarajevo.

The exact date and time will be communicated directly to the candidates.

The comparative evaluation is under responsibility of a Commission appointed by the responsible of the procedure and composed by two members and a secretary. The decision of the Commission is incontestable.

At the end of the evaluation, the Commission draws up the ranking of applicants and indicates the selected candidate. If more candidates obtain the same evaluation mark, the precedence is given to the youngest one.

Upon signature the responsible of the procedure approves the ranking. The expert will be asked to sign the EuropeAid statement of Exclusivity and Availability for Consortium led by Informest within the above mention contract.

In case the selected candidate reject to sign the contract, INFORMEST will scan the ranking.

INFORMEST has the right not to assign the work in case it considers that no applicant fulfill the requested criteria.

The position can be awarded even though just one application is received.

11. TREATMENT OF PERSONAL DATA

The application must contain the authorization for the treatment of personal data, according to D.Lgs. 196/2003 s.m.i., for the purpose linked to the execution of the procedures concerning the present selection, as specified in the privacy note on INFORMEST website, which is part of the present public selection notice.

12. RESPONSIBILITY OF THE PROCEDURE

The responsible of the procedure of the present notice is Mrs. Sandra Sodini, Head of the Economic Cooperation Department.

Date: September, 29th 2015

Sandra Sodini

A handwritten signature in black ink, appearing to be 'Sandra Sodini', written over a printed name. The signature is stylized with loops and a long horizontal stroke at the end.