



## **Project A\_A.1.2\_0306 ORGANIC ECOSYSTEM**

### **PUBLIC NOTICE N° 01/ 2021**

The Synagri (Syndicat des Agriculteurs de Tunisie) Syndicate of the Farmers in Tunisia, Partner of ORGANIC ECOSYSTEM project, financed in the framework of ENI CBC MED Programme 2014-2020, is hiring as Ad Hoc HR a:

### **Financial and Administrative Management**

#### **1- Project description**

ORGANIC ECOSYSTEM is a project built on the awareness of the importance of the organic field in the world and in the Mediterranean area and tries through a Mediterranean consortium to make the difference.

In fact, agriculture puts a lot of pressure on the environment. Soil fertility, biodiversity and human life are all negatively impacted by intensive and extensive farming. There is no doubt that organic agriculture is a great solution to achieve food safety and security as well as environmental sustainability. However, organic agriculture is still relatively underdeveloped in Mediterranean countries with heterogeneous situations from country to country. Main shared challenges are inconsistent or lacking support policies from national/local governments, low innovation capacities, limited knowledge of sustainable farming practices, and a weak value chain where MSMEs operate in a disaggregated way. ORGANIC ECOSYSTEM project aims at reducing these obstacles and make the MSMEs operating in



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organic agriculture more competitive and better integrated. The project intends to establish a cross-border agro-food ecosystem which will set the ground for the development of the Mediterranean whole organic sector. This will be encouraged through new business alliances, creation of innovative value chains, and specialized support provided to MSMEs to increase the quality and the commercialization of products and their capacities to access to new markets.

**Start date :** 30th of December 2019

**Duration:** 36 months

**Total project Budget:** 2 428 851,64 €

**EU Contribution:** 2.185.966,47 € (90 %)

### **2- Subject of the notice**

The Synagri, C 1 Bis, St. Abbas Mahmoud Akkad, 1050 el Omrane, Tunis, represented by its president Mr. Ali Tlili, as a tunisian partner of the project A\_A.1.2\_0306 ORGANIC ECOSYSTEM “ Boosting cross border Organic Ecosystem through enhancing agro-food alliances” is publishing this public note for the selection of a **Financial and Administrative Manager** conformly to the administrative and technical specifications mentioned in the project description, to the applicable laws and to the present document.

This notice comes in the framework of the Grant contract signed the 30th of December 2019 by the Ministry of Agriculture of Jordan as Lead Beneficiary and the Managing Authority of the ENI CBC Mediterranean Sea Basin Programme (MA) and by the the Annexes I and II.

### **3- Job description**

The **Financial and Administrative Manager** will beneficiate from a Human Resources Ad Hoc contract working in the offices of Synagri except during the official lock-down periods, during to Covid 19 Pandemic, and will justify his work through timesheets monthly prepared.



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The **Financial and Administrative Manager** should ensure the implementation of the below detailed tasks of ORGANIC ECOSYSTEM on behalf of Synagri, knowing that the results of these tasks belong to the Synagri :

### WP1 – Management

1. Preparing tender documents for contracts for the external staff, consultants and goods.
2. Preparing the procurement and the contracts following the procurement procedures.
3. Payment flow management
4. The collection of documents necessary for financial reporting.
5. Verbalization of Steering Committee (SC) meetings.
6. Organization and safeguarding financial documents for downloading them on the MIS and for the needs of the listener: digital and hard copies
7. Preparing an annual financial report for ORGANIC ECOSYSTEM's Project for the Synagri
8. Support to the Coordinator for the general coordination of project activities
9. Administrative Coordination with the partners and the Managing Authority / JTS.
10. Organizing the SC of the Project to be held in Tunisia
11. Arrangement of the project's technical and narrative and financial reports for the Synagri and the loading of data and documents on MIS.
12. Arrangement of project financial reports for the Synagri and loading of data and documents from the Synagri on MIS

### **4- Requirements**

- Absolute commitment to high ethics and integrity
- Be familiar with standard office programs and specialized financial software development and web technologies as well as the administrative organisation tasks.
- Be familiar with a project management digital tool.



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- Excellent interpersonal, written and verbal communication skills (French) including active listening skills.
- Demonstrate good organization, problem-solving, and teamwork skills
- Be flexible with a high commitment to achieving deadlines
  
- Demonstrate adaptability to differences in age, culture, gender, nationality and religion

### **5 - Education and experience required**

- University degree in accountability or finance.
- A prior experience as a financial analyst or accountant of at least 3 projects

### **6- Duration**

24 Months, until the preparation of the last financial report.

### **7- Application must include**

- Curriculum Vitae
- Motivation letter
- Professional references
- Copies of employment and/or internship certificates and copies of university diplomas
- Declaration on honor duly signed and dated to certify the accuracy of the application data

### **8- Salary:** Depends on the qualifications

Maximum of 6.000 €/ Year Gross Salary



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**9- Deadline:** 23 March 2021.

### **10- Procedure :**

Application documents should be sent to the email addresses [organic.tn@outlook.fr](mailto:organic.tn@outlook.fr) and [agriculteursdetunisie20@gmail.com](mailto:agriculteursdetunisie20@gmail.com), at last **the 23<sup>rd</sup> March 2021** at 6.00 pm with the mention **“Application for the public call n°1”**.

To ask for any explanation write to [organic.tn@outlook.fr](mailto:organic.tn@outlook.fr) with the special mention **“Concerning the public call n°1”**, until the 22<sup>nd</sup> March 2021 at 6.00 pm.

For further informations about the project :

<http://www.enicbcmed.eu/projects/organic-ecosystem>

### **11- Selection :**

The evaluation Commission constituted by the governing body of the Synagri will be charged of opening and examining the applications.

The choice of the selected application will be communicated at last the **25<sup>th</sup> of March 2021**.

### **12- Cancellation :**

The Synagri retains the right to cancel the contract:

- If the applicant doesn't not fulfilled his obligations. In this case, he warns him by sending him a registered letter so that he fulfills his obligations within a period not exceeding ten days from the date of the sending of the warning and following the expiration this period, the Synagri may appoint the applicant it deems appropriate.

- In case of fraud in the type and quality of the results of the work or non-compliance with the technical specifications, the remuneration will be refused.



### 13- Litigation :

Settlement of disputes related to the implementation of the contract should be managed in consent mutual benefit and in the event that this is not possible, recourse may be had to the to settle these disputes amicably in accordance with Decree 123 of Order 3158 of the year 2002 (of 17 December 2002) relating to the organization of public contracts.

If the resolution of the disputes could not be amicable, there will be recourse to the courts of Tunisia.

The SYNAGRI, Syndicat des Agriculteurs de Tunisie ,

Partner of the Project **ORGANIC ECOSYSTEM**

**The president**

**Mr Ali TLILI**

Tunis, th 16<sup>th</sup> February 2021