Project A\_A.21\_0035 BESTMEDGRAPE

**PUBLIC NOTICE N° 01/ 2019**

LaChambreNationaleSyndicale des Producteurs des BoissonsAlcolisées- Union Tunisienne des Industries, du Commerce et des Artisanats**CNSPBA-UTICA** (National Chamber of Alcoholic Beverages Producers- The Tunisian Unions of Indusries, Commerce and Handicrafts) partner of BESTMEDGRAPE project, financed in the framework of ENI CBC MED Programme 2014-2020, is hiring an:

**Administrative and Financial Manager**

**1- Project description**

BESTMEDGRAPE responds to the Overarching Objective ENI CBC Med programme of fostering sustainable economic, social and territorial development. It takes stock from over 10-year R&D of the partners in the fields of grape valorisation, waste exploitation and development of nanotechnological antioxidant/anti-inflammatory/anti-neurodegenerative formulations, areas where international patents have been obtained.The partnership expects to produce a substantial change in areas where winemaking could not profit from recent technological applications due to generalized economic slowdown and conflicts affecting the Med area.

BESTMEDGRAPE aims at supporting the creation of new start-ups/SMEs by transferring scientific/technological knowledge on local grape cultivars and exploitation of wine by-products as a source of bioactive compounds that are transformed in innovative commercial health products, when appropriately incorporated in ad hoc nanocarriers.

**Start date**: 26th of July 2019

**Duration:**36 months

**Total project Budget**: 3.323.614,57 €

**EU Contribution**: 2.658.891,66 € (80 %)

**2- Subject of the notice**

The ChambreNationaleSyndicale des Producteurs des BoissonsAlcolisées- Union Tunisienne des Industries, du Commerce et des Artisanats**CNSPBA-UTICA** (National Chamber of Alcoholic Beverages Producers of the Tunisian Unions of Indusries, Commerce and Handicrafts), 4 st. Ferjani Bel Hadj Ammar- Cité El Khadra-Tunis, represented by itspresident Mr Mohamed Ben Cheikh, as a tunisianpartner of the projectA\_A.21\_0035 **BESTMEDGRAPE**“New Business opportunities&EnvironmentalsuSTainabilityusing MED GRAPE nanotechnologicalproducts” ispublishingthis public note for the selection of an **Administrative and Financial Manager**conformly to the administrative and technical specifications mentioned in the project description, to the applicable laws and to the present document.

This noticecomes in the framework of the Grant contractsigned the 24 July 2019 by the University of Cagliari as Lead Beneficiary and the ManagingAuthority of the ENI CBC MediterraneanSea Basin Programme (MA) and by the the Annexes I and II.

**3- Job description**

The Financial and administrative manager should ensure the implementation of the following tasks of BESTMEDGRAPE project:

1. supportingthe organisation in all financial and administrative aspects of the project implementation, from the beginning until the final report presentation;
2. Organising the accounting system;
3. Organising the administrative management of the project ( team meetings, different WP coordination internally and with the LB).
4. Processing and monitoring of spending procedures;
5. Development of a data collection system and expenses documents aimed at reporting;
6. Implementation the project monitoring system concerning the financial and administrative reporting;
7. Preparation of progress, interim and finalreports relating to the financial and administrative implementation of the project, following the timeline set up in the project.
8. Supporting the organization in all financial and administrative management documents and verification of expenses;
9. Supporting auditors in the performance of their duties;
10. Collection and verification of the documentation of reporting / certification of the organisation and processing the request of payment;
11. keeping records of accounting and administrative documentation conformly to the obligations of the project.

**4- Requirements**

* Absolute commitment to high ethics and integrity
* Be familiar withtransboarderEU programs, with at least oneprevious experience in a similar project.
* Be familiar with standard office programs and specialized financial software development and web technologies as well as the administrative organisation tasks.
* Excellent interpersonal, written and verbal communication skills (English) 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 business or finance.
* A prior experience of at least 3 years as a financial analyst or accountant.

**6- Duration**

3 years, 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

**8-** Salary: 19,800 €

Equivalent de 1700 dt/ mois brut

**9- Deadline:** 14Novembre 2019.

**10 - Procedure :**

Application documents should be put in the office of the CNSPBA-UTICA, 2nd st.Yasmina, Menzah 1, 1004 Tunis, at last **the 14th November 2019** at 6.00 pm.

To ask for any explanation write to [bestmedgrape.tn@gmail.com](mailto:bestmedgrape.tn@gmail.com) with the special mention “**Concerning the public notice n° 1**”, until the 13st November 2019 at 6.00 pm.

For further informations about the project :

<http://www.enicbcmed.eu/projects/bestmedgrape>

For a detailed description of the project:

<https://we.tl/t-EffirqbTMU>

**11 - Selection :**

The evaluation Commissionconstituted by the governing body of the CNSPBA-UTICA willbecharged of opening and examinating the applications.

The choice of the selected application willbecommunicated**at last the 18th November 2019.**

**12 - Cancellation :**

The CNSPBA-UTICAretains the right to cancel the contract:

- If the applicantdoesn’t not fulfilledhis obligations. In this case, hewarnshim by sendinghim a registeredlettersothathefulfillshis obligations within a period not exceedingtendaysfrom the date of the sending of the warning and following the expiration thisperiod, the CNSPBA-UTICAmay appoint the applicantitdeemsappropriate.

- In case of fraud in the type and quality of the results of the work or non-compliancewith the technicalspecifications, the remunerationwillberefused.

**13 - Litigation :**

Settlement of disputes related to the implementation of the contractshouldbamanaged in consentmutualbenefit and in the eventthatthisis not possible, recoursemaybehad to theto settlethese disputes amicably in accordance withDecree 123 of Order 3158 ofthe year 2002 (of 17 December 2002) relating to the organization of public contracts.

If the resolution of the disputes could not beamicable, therewillberecourse to the courts of Tunis.

The ChambreNationaleSyndicale des Producteurs des BoissonsAlcolisées- Union Tunisienne des Industries, du Commerce et des Artisanats**CNSPBA-UTICA**, Partner of the Project BESTMEDGRAPE

The president

Mr Mohamed Ben Cheikh

Tunis, le 2October 2019