



**CIHEAM
BARI**

CIHEAM BARI's Roster of Experts

QUICK GUIDE FOR CANDIDATES

STANDARD PROCEDURE FOR USER REGISTRATION

APPLY FOR VACANCIES

You can apply through CIHEAM Bari's Roster of Experts for the vacancies published in the "OPPORTUNITIES" section of CIHEAM Bari institutional website.

The following types of applications are available:

- *Self application*: spontaneous application addressed to the Human Resources Office of CIHEAM Bari
- *Vacancy application*: application for a specific vacancy (the system will ask you to mention the vacancy reference code in the specific area)
- *Call for interest*: expression of interest to be included in a short list of experts for a specific project
- *Internship/Traineeship*: application for internship and traineeship
- *Country-specific applications*: application in the framework of the International Cooperation activities implemented by CIHEAM Bari in Libya, through a simplified procedure.

NOTE

Updating your CV is a great way to keep a clear track of your professional career. We also recommend adding new information to your CV periodically: new work experience, participation in professional development programmes, change of role in the company.

In addition, we recommend that you update and modify your CV according to the role you are applying for. A single CV is unlikely to fit all of vacancies, even more so if you are applying for different positions. Therefore, tailoring your CV to suit the specific job opportunity you are applying for is crucial.

If you do not update your CV regularly, your profile will go to a dormant state and will be deleted after 36 months of complete inactivity.

A) USER REGISTRATION PROCEDURE

To be included in the Roster of Experts, you shall go to <https://cviamb.iamb.it> in the 'HOME' section and register in the **LOGIN** area.

1. Click on the "**Registration**" link to access the '**Registration form**'
2. Enter the required data and confirm by clicking on '**Confirm**'
3. The system will send you a notification email to the address registered containing a link through which you can confirm your registration.



The screenshot displays the CIHEAM BARI website. At the top, there is a word cloud with terms like 'agriculture', 'technical assistance', 'curriculum vitae', 'knowledge', and 'consultants'. Below this, the 'ROSTER OF EXPERTS' section is visible, featuring the CIHEAM BARI logo and a description of the organization. A login form is present on the right side, with fields for 'First' and 'Password'. A red arrow points to a 'Registration' link below the login form, which is labeled 'Retrieve access data'.

Registration form

All fields are required

Your password must have at least:

- a number
- a lowercase character
- an uppercase character
- a character from _!@#\$%^&*~"
- have a length between 8 and 20 characters



I agree terms of use and privacy conditions

I agree I don't agree
to use my personal data for projects selection/calls and/or to transfer my data to Project Partners, in Italy and Abroad.

I agree I don't agree
to receive information about future vacancies published by CIHEAM BARI

B) USER ACCESS PROCEDURE

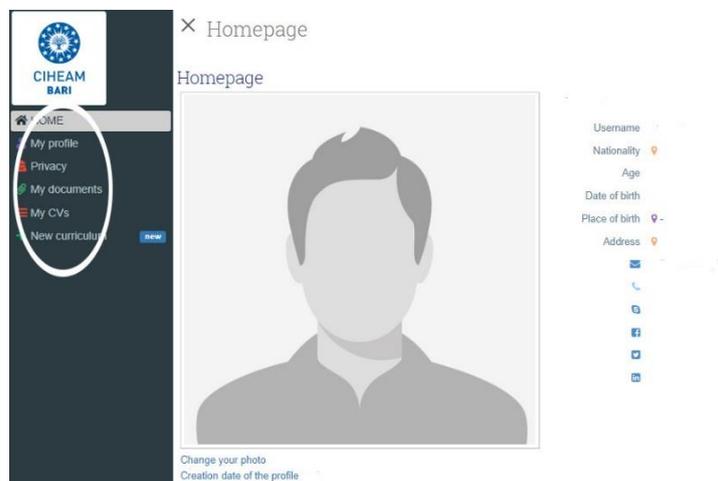
1) **'LOGIN'** on the **Homepage** at <https://cviamb.iamb.it> by entering your 'Email' and 'Password'; the **HOME PAGE** will open.



2) Once on the **Homepage** it will be possible to enter all the data requested by the system in sequence from the command bar on the left of the **'HOME'** screen by accessing the different areas: **'My profile'**, **'Privacy'**, **'My documents'**, **'My CVs'**, **'New curriculum'**, described below:

- **'My profile'**: in this area it is possible to insert a passport photo (jpeg or jpg format) and all your personal details as requested by the system.
- **'Privacy'**: in this area you grant consent to the use of personal data in the context of project selections or calls for applications and consent to receive information on future job offers published by CIHEAM Bari.
- **'My documents'**: in this area it is possible to attach an updated CV (in pdf format, dated and signed) or an identity document such as passport, identity card etc. (in pdf format).
- **'My CVs'**: this is the area you can consult every CV generated and archived
- **'New Curriculum'**: this is the area where you generate your CV. You need to specify the type of application (Self application, Vacancy application, Call for interest, Internship/Traineeship, Other) and insert your motivation letter.

Note: Personal data entered in this section are used in line with data protection principles included in CIHEAM Bari Privacy Policy.



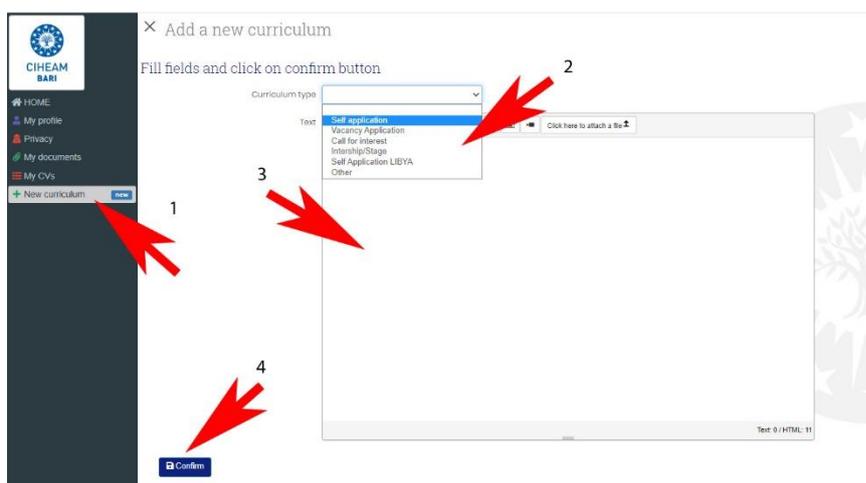
C) PROCEDURE FOR CV GENERATION

4) To register all the CV details in the Roster of Experts Areas and create your CV, click on **'New curriculum'** (command bar on the left of the "HOME" screen).

- In the **'Add new curriculum'** page specify the type of application through the drop-down menu in the **'Curriculum type'** field
- Enter your motivation letter in the text field below.

The motivation letter is a personal letter, detailing and emphasising some aspects of your CV, and in which you explain why you are applying, the interest you have in the job, your expectations and how you think you can contribute with your work. The motivation letter should preferably be written in English and should not exceed 600/700 words.

5) Confirm the data entry clicking on **'Confirm'** on the bottom left of the page.



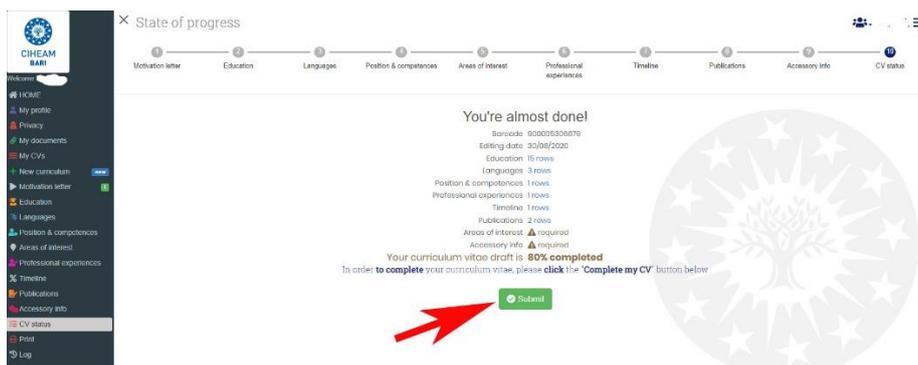
A **'Horizontal Navigation Bar'** will be displayed with 10 areas:

1. Motivation Letter (already entered in the previous step)
2. Education (information regarding your academic background)
3. Languages (knowledge of foreign languages)
4. Position & Competences (current job position)
5. Areas of interest (insert keywords identifying activities of interest)
6. Professional experience (past work experiences)
7. Timeline (area automatically updated by the system)
8. Publications (scientific publications)
9. Accessory info (optional accessory information)
10. CV status (progress/status of CV compilation)

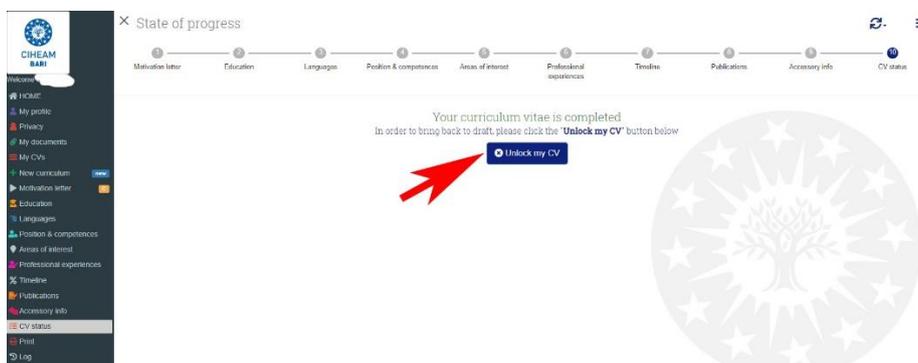


6) Press the '**Add new row**' button to insert new records in the different areas. Fill in all mandatory fields 'marked in red' in each area. All CV details should preferably be written in English.

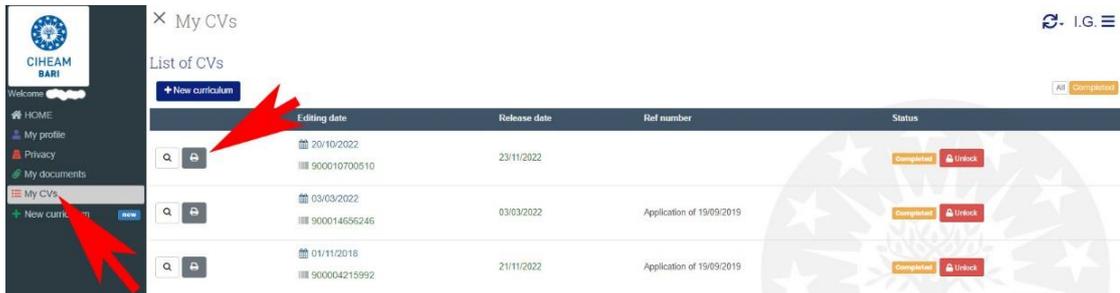
7) In the '**CV STATUS**' area, you must confirm the entry of all CV details by pressing "**SUBMIT**".



The '**SUBMIT**' command will change its status to '**UNLOCK MY CV**': through this command, previously compiled areas can be edited and integrated

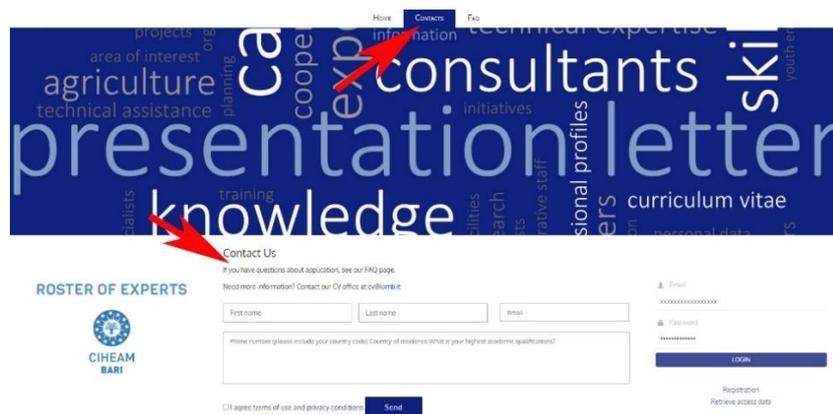


The newly generated CV can be printed and saved in pdf format via the **'Print'** button in 'My CVs'.



DO YOU NEED HELP?

If you have specific requests for assistance or would like to receive information on the operation of the Roster of Experts, you can contact the CIHEAM Bari 'Roster management team' by filling in the form available under the **'CONTACTS'** section at <https://cviamb.iamb.it>.



FREQUENTLY ASKED QUESTIONS – FAQ

Frequently Asked Questions (FAQ), are the questions most frequently asked by users of the Roster of Experts: they are collected in a list with the relevant answers by the 'Roster management team', so as to redirect new users to the list and not to repeatedly answer the same questions.



CIHEAM Bari PRIVACY POLICY

In the 'Privacy' Area, you are requested to consent to the use of your personal data in the context of project selections or calls for applications and express agreement to receive information on future job offers published by CIHEAM Bari. You can confirm whether or not you consent to data processing by clicking on 'Confirm'.

You are informed that the registration to CIHEAM Bari's Roster of Experts implies your consent to the processing and management of personal data (including sensitive data). All data will be handled exclusively by CIHEAM Bari staff, that is responsible for their storage and use. CIHEAM Bari undertakes to manage personal data in accordance with the obligations of confidentiality issued on 5 July 2019 (*'Information Security and Data Protection Policy'*), based on EU Regulation 679/2016 – *'General Data Protection Regulation'* and subsequent amendments.

× Privacy

Click button to download the pdf privacy policy [Download](#)

I agree I don't agree
to use my personal data for projects selection/calls and/or to transfer my data to Project Partners, in Italy and Abroad.

I agree I don't agree
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Confirm

Privacy history

Privacy reason	Privacy answer	Privacy date
to use my personal data for projects selection/calls and/or to transfer my data to Project Partners, in Italy and Abroad.	I agree	19/09/2019 15:11:10
to use my personal data for projects selection/calls and/or to transfer my data to Project Partners, in Italy and Abroad.	I agree	19/09/2019 13:28:24