



Agenzia Italiana per la Cooperazione allo Sviluppo

AVVISO DI SELEZIONE DI PERSONALE
PRESSO LE SEDI ESTERE DELL'AGENZIA ITALIANA
PER LA COOPERAZIONE ALLO SVILUPPO

SEDE AICS DI GERUSALEMME

VACANCY CODE: 11/AICSGERUSALEMME/2019

The Italian Agency for Development Cooperation in Jerusalem (AICS Jerusalem) is looking for a Secretary within the framework of its Programme “RING” – AID 11229.

1. CONTENTS AND AIM OF THE POSITION

Job title:

Secretary

Duty Station:

AICS Office Jerusalem

Type of contract:

Fixed term contract upon the local law.

Salary:

Gross monthly salary: 1.800 Euro.

Contract duration:

Until April 30th 2020, full Time

Beginning of the contract:

Immediate availability, after the selection procedure.

Terms of reference:

In accordance with the above, the Secretary will be recruited within the framework of the Programme “RING – AID 11229” at the office of AICS in Jerusalem, without prejudice to the right of AICS to assign the selected candidate to tasks other than those indicated here below, with equivalent responsibilities and within the same office,

The Secretary will work under the direct supervision of the AICS Jerusalem Director and will be responsible of the Director’s secretaryship.



Agenzia Italiana per la Cooperazione allo Sviluppo

2 REQUIRED QUALIFICATIONS

2.1 ESSENTIAL REQUIREMENTS

In order to participate to the present vacancy, candidates must have the following requirements (to be held at the expiring date for the submission of the application):

- Age not over 65 years at the date of the contract's signature;
- Physical ability to carry out the abovementioned tasks;
- Fully enjoy civil and political rights;
- Not have any criminal conviction and not being under criminal or civil proceedings, both in Italy and abroad;
- Not have any dismissal from any Public Administration;
- Bachelor's degree;
- Full professional command in Arabic (C2 level in the European level frame of reference) English (C2 level) and Italian (C2 level);
- Proficiency in computer skills (Office package, especially Excel).

2.2 PREFERRED SKILLS

Candidates will also be evaluated on the basis of the following skills and competences:

- Proven experience in the field secretaryship;
- Ability to work in team, in a multicultural and multilanguage environment;
- Ability in managing the stress and the work pressure.

The above skills must be proven through a CV, any other supporting documents or during an oral interview.

3. SUBMISSION OF THE APPLICATION – TIME AND MODALITY

The application must be submitted in the form of a self-declaration of certification under Artt. 46 and 47 of D.P.R. n.445 of 28th December 2000. Candidates shall specify the position for which they intend to apply and, under their responsibility, self-certify the following:

- a) Family name, name, place and date of birth,
- b) Residence;
- c) Citizenship;
- d) To be in good health;



Agenzia Italiana per la Cooperazione allo Sviluppo

- e) To fully enjoy civil and political rights;
- f) To not have any criminal conviction and not be under criminal or civil proceedings, both in Italy and abroad;
- g) To not have any dismissal from any Public Administration.;
- h) The study qualification at the date of the application submission and the institution where the degrees were obtained;

Finally, candidates must also indicate the address, the telephone number, the email address to be used for any communication. It is the candidates' responsibility to communicate any change of the above after the submission of the application.

To be attached to the application:

- a. Copy of a valid ID;
- b. Curriculum vitae in Europass format duly signed, inclusive of the authorization to the use of personal data and two references;
- c. Language passport under the Europass format duly signed;
- d. Self-declaration as per the above paragraph.

The application, duly signed, and the related attachments, must be sent in PDF format, by **12.00 a.m. (Jerusalem time) of 26.12.2019** by email at the following address: **job.aics@itcoop-ier.org**. The applications not meeting these requirements will not be excluded from the selection

The object of the email must have the following code: **11/AICSGERUSALEMME/2019**

4. CONDITIONS FOR EXCLUSION

Conditions of exclusion are be the following:

- Applications not having all the listed requirements and attachments;
- Applications not duly signed;
- Applications not submitted under the modalities indicated at point 3 of the vacancy;
- Candidates above the age limit;
- False declarations.

5. EVALUATION OF THE APPLICATIONS

The evaluation of the candidates will be done by assigning the following scores:

- Maximum of **30 points** for the education qualification;
- Maximum of **30 points** for the curriculum vitae and previous work experiences;



Agenzia Italiana per la Cooperazione allo Sviluppo

- Maximum of **40 points** for the job interview, with the unanimous evaluation of the Selection Committee.

During the interview, the Selection Committee will evaluate the knowledge and the experience of the candidate, also in relation with the needs and tasks related to the position. It will also evaluate the candidates' motivation and language skills.

The job interviews will be held via Skype. The Commission will be appointed by the Director of AICS Jerusalem and will consist of 3 members from the technical staff of AICS Jerusalem.

6. FINAL RANK

The evaluation and final ranking of the Selection Committee will be based on the candidates' education attainments, work experience and their job interview. The selected candidate will be the one with the highest final score. As per art.2, paragraph 9, Law 191/98, the youngest candidate will be selected in case of equal score between two or more candidates; in case of two or more candidates of the same age, the woman candidate will be selected.

If the selected candidate refuses the job offer, the position will be proposed to the second candidate in the ranking. The ranking will be immediately effective from the selection and could be used for future recruitment within the framework of the Programme within 1 year from its approval. It is important to underline that the selection procedure does not guarantee that the selected candidate will be offered the job: the procedure only determine the eligibility and suitability of the candidate for the position and the related ranking.

7. EMPLOYMENT RELATIONSHIP

The contents of the present act will be bound to the respect of the present law and must foresee a safeguard clause in case of interruption or suspension of the Programme due to causes of force majeure not depending on the signing authority, and the consequent unilateral withdrawal faculty from the contract itself. This will not have any consequences on the due amount , as per the contract at the date of the interruption.

8. PERSONAL DATA

The submission of the application for the selection process implies the consent to the processing of personal data, including sensitive data.



Agenzia Italiana per la Cooperazione allo Sviluppo

9. ETHICAL AND CONDUCT CODE

The selected candidate must comply to AICS ethical and conduct code:
http://www.aics.gov.it/?page_id=8828.

10. SAFEGUARD CLAUSE

AICS Jerusalem has the right to cancel the vacancy for any reason of opportunity upon its own decisions.

AICS Jerusalem has the faculty not to proceed with the appointment of the position given the lack of candidates with the required skills or due to the lack of financial resources to cover for the costs of the position.

Jerusalem, 11/12/2019

The representative of
AICS Jerusalem
Cristina Natoli



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