

VACANCY ANNOUNCEMENT
FOR THE SELECTION OF A FIXED-TERM EMPLOYEE AT THE ITALIAN AGENCY
FOR DEVELOPMENT COOPERATION – JERUSALEM OFFICE

VACANCY CODE: 06/AICSGERUSALEMME/2020

Job title: Secretary – AID 11806

Relevant norms:

Italian Law 11 August 2014 n. 125 “*Disciplina generale sulla cooperazione internazionale per lo sviluppo*”.

MAECI (Ministry of Foreign Affairs and Development Cooperation) Decree 22 July 2015 n. 113 “*Regolamento recante “Statuto dell’Agenzia italiana per la Cooperazione allo Sviluppo”* with specific reference to section 3, art. 11, para. 1, letter c).

Decision CC (Joint Committee for International Development Cooperation) n. 101 - 19 November 2019.

AICS JERUSALEM OFFICE
ANNOUNCES

The opening of a selection procedure to hire a Secretary.

1. DETAILS AND OBJECTIVES OF THE POST

Job title: Secretary

Duty Station: Jerusalem

Type of contract: Fixed-term contract (local law)

Monthly gross salary: 2.200,00 Euro

Length: 12 months

Start date: Mid April 2020

Duties and Responsibilities:

In accordance with the above, the Secretary will be recruited within the framework of the Programme “FUAT – AID 11806” 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.

Interdiction to conduct other activities

It is prohibited to hire someone who has conducted entrepreneurial activities in the relevant country in the past three years and must not have conflict of interest that could affect his/her impartiality, pursuant to art. 53 of legislative decree n. 165/2001, as amended by law n. 90/2012 and by AICS Ethical and Behavioural Code mentioned at the paragraph n. 7. AICS reserves the right to verify,

under penalty of exclusion from the selection procedure, the truth of what has been stated by the successful applicant.

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 Italian (C2 level in the European level frame of reference) English (C2 level) and Arabic (C1 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

Applicants are asked to submit a self-declaration (*dichiarazione sostitutiva di certificazione*) pursuant to art. 46 and 47 of Presidential Decree (DPR) 445/2000 stating the following:

- a) family name, name, date and place of birth;
- b) residence;
- c) citizenship;
- d) enjoyment of civil and political rights;
- e) absence of any criminal conviction or precautionary measures (*misure di prevenzione*) and criminal or fiscal/auditing legal proceedings (*procedimenti contabili*) in Italy and abroad;
- f) absence of any dismissal from any public administration body, in Italy and abroad;
- g) physical ability to work.

If the declaration is not truthful, the applicant will face criminal sanctions pursuant to art. 76 Presidential Decree (DPR) 445/2000 and will be dismissed from the job and any other advantage deriving from the untruthful declaration will be nullified.

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 03.04.2020 by email at the following address: job.aics@itcoop-jer.org. The applications not meeting these requirements will not be excluded from the selection
The object of the email must have the following code: **06/AICSGERUSALEMME/2020**

3. CAUSES FOR EXCLUSION

Conditions of exclusion are be the following:

- lack of essential requirements (para 2.1);
- Applications not having all the listed requirements and attachments
- Applications not duly signed (included the self-declaration)
- Applications not submitted under the modalities indicated at point 3 of the vacancy;
- Candidates above the age limit;
- False declarations.

4. EVALUATION OF THE APPLICATIONS

Following the vacancy announcement deadline, AICS Jerusalem Representative appoints an Evaluation Committee which assesses the admissibility of applications according to the above-mentioned essential requirements and causes for exclusion. Exclusion is communicated to the relevant applicants.

After, the Committee evaluates applications by assigning them on a maximum of 100 points, as follows:

QUALIFICATIONS: up to 70 points

- Additional qualifications on top of essential requirements: up to 15 points;
- languages: up to 10 points;
- professional experience: up to 45 points.

INTERVIEW: up to 30 points

Applicants who obtained at least 40 points for their qualifications are interviewed for a maximum of 30 points. The interview takes place at AICS Jerusalem office or, if the applicants cannot attend physically, via audio-video connection. The interview will take place in English and Italian and it aims to assess knowledge and experience of the applicants, as well as their suitability for the post and their language skills. The invitation to take part in the interview is sent via email to the address specified in the application by each applicant. Applicants are not entitled to reimbursement of expenses incurred in order to attend the interview.

After the interview, the Evaluation Committee drafts a list (in ascending order) of the applicants who obtained at least 60 points.

6. RESULTS

The applicant with the highest score in the list will be notified via certified email (PEC). The list is valid for one year and can be extended for an additional year due to reasons related to the implementation of the relevant project/programme. If the successful applicant declines the job offer or the contract is ended by one of the parties before its expiry date, AICS Jerusalem office can use the same list, upon availability of funds.

In case two or more scores are tied, the youngest applicant is preferred.

The list is published both on AICS field office and on AICS HQ websites.

7. PERSONAL DATA

By submitting their applications, applicants agree to have their personal data processed by the staff who is required to collect and maintain the applications and to have it processed according to the aims of the selection procedure.

AICS Jerusalem Office Director/Representative is the data controller.

8. SAFEGUARD CLAUSE

AICS Jerusalem reserves itself the right to withdraw the vacancy announcement for justified organizational and financial reasons.

Jerusalem, 10 -03- 2020



The representative of
AICS Jerusalem
Cristina Natoli

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