

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

VACANCY CODE: 08 AICSGERUSALEMME/2020

Job title: Health and Administrative Programme Officer – AID 10847

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 Health and Administrative Programme Officer.

1. DETAILS AND OBJECTIVES OF THE POST

Job title: Health and Administrative Programme Officer

Duty Station: Jerusalem

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

Annual Gross salary range: between 37,519 e 48,625 EURO (plus cost of living and country risk increase)

Length: 12 months

Start date: October 2020

Assignment objectives: Italy is one of the main health donors in Palestine. It is a lead donor for health in the division of labor between EU member countries, coordinating joint European programming for the health sector. It also plays a proactive role in the Health Sector Working Group for aid effectiveness and coordination among donors. The initiative is in strategic continuity with two health programs currently being implemented: POSIT for the strengthening of the primary care system in Palestine (AID 10125) and CRONO for the fight against chronic non-communicable diseases in Palestine (AID 10847). RING program, lasting three years (2017-2019) for a total of 11,500,000 euros, intends to extend the results obtained both in the field of strengthening basic health services and in the prevention and control of chronic non-communicable diseases, which they represent important priorities for public health.

The initiative is aimed to strengthening the Palestinian health system with integrated actions that concern several building blocks of the system. The services for the prevention and control of chronic diseases will be enhanced through the organization of health education campaigns, the strengthening of the primary care system according to the family medicine approach, the development of the breast cancer screening program and of the colon and strengthening of the reference system with the creation of specialized services. An important aspect of the control of chronic diseases is epidemiological surveillance and monitoring of results, for which support is provided for the organization and management of the Cancer Registry and, more generally, for information systems. Regarding mental

health services, the network of territorial mental health centers will be strengthened and psycho-social rehabilitation activities will also be carried out with the creation of job placement opportunities for users of psychiatric services. Inclusive accessibility for disabled people will also be ensured in the health infrastructures built with the support of the Program. The initiative also intends to strengthen public health programs that aim to improve maternal and child health, especially during pregnancy and the first two years of the baby's life ("first thousand days"). In order to ensure the development of the Palestinian health system and, therefore, to reduce transfers of patients abroad, the budget support funds will be used for the construction and equipment of the Cardiology Department of Jenin Hospital and for the equipment of the Cardiology Department of the Hebron Hospital in such a way as to respond to the needs of the population in areas poorly equipped with health infrastructures.

Duties and Responsibilities:

In accordance with the foregoing, a figure of health and administrative expert –Program Officer who is required, according to the addresses of the Owner of the AICS foreign office in Jerusalem, is able to:

- Collaborate in the planning, organization, management, supervision and evaluation of the interventions envisaged by the initiatives with particular reference to the promotion and education of health and primary prevention, training, cancer screening, health information system and cancer registry, socio-economic integration of people with mental disabilities and disorders, operational research and organization of public events such as workshops and conferences;
- Participate within the Italian-Palestinian operational team in the management of the budget support component of the program;
- Collaborate in the preparation and management of sector experts' missions in carrying out technical assistance activities;
- Collaborate in the implementation of coordination and joint programming activities within the EU;
- Participate in the management of the other cooperation projects in charge of the AICS office in Jerusalem.
- Carry out any other general task as instructed by Head of Field Office AICS Jerusalem.

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. REQUIREMENTS

2.1 Essential requirements

The staff to be recruited must have the following essential requirements at the time of the expiry of the call:

- a) age not exceeding that required by local regulations (65 years) for retirement at the time of signing the contract;
- b) Medically fit for employment;
- c) Degree in Healthcare, old system or new system. Equivalences published on the website of the Ministry of Education, University and Research www.miur.it are also considered. The academic qualifications obtained abroad must be equivalent to those obtained in Italy. The candidate must provide in the application the details of the recognition of the qualification. Other degrees (old system or master's degree) will also be considered if

accompanied by a post-graduate degree (II level Master's or Doctorate) in Hygiene and Public Health.

- d) have acquired documented professional experience for a minimum of at least 2 years in the management of cooperation projects and / or with NGOs / UN agencies / other donors in the health sector in developing countries;
- e) excellent knowledge of the English language at level C1 of the Common European Framework of Reference for the knowledge of languages (CEFR) and excellent knowledge of the Italian language at level C2 of the Common European Framework of Reference for the knowledge of languages (CEFR);
- f) Proficiency in the use of Microsoft Office applications.

2.2 Preferred requirements

Diploma of specialization in Hygiene and Public Health or Master in Public Health or equivalent;

- Participation in courses in the sector of interest (Management of Healthcare Programs, Global Health, Development Cooperation);
- Work experience in the region of the country covered by the assignment;
- Knowledge of the management mechanisms of the programs financed by the Italian Agency for Development Cooperation;
- Knowledge of the Arabic language at least at level B2 of the Common European Framework of Reference for the knowledge of languages (CEFR).

3. SUBMISSION OF APPLICATIONS

3.1 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) fiscal residence;
- c) citizenship;
- d) Full enjoyment of political and civil rights;
- e) Absence of convictions for any criminal offence and absence of any pending criminal charge both in Italy and abroad;
- f) Not to have been dismissed, dispensed, declared lapsed or fired from employment in a public administration, both in Italy and abroad;

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.

3.2 The applicant must attach the following:

- a) Motivation letter;
- b) Copy of a valid ID;
- c) Curriculum vitae in Europass format, including date, signature and authorization to process personal data;
- d) Signed and dated self-declaration (*dichiarazione sostitutiva di certificazione*) mentioned in paragraph 3.1.

Applicants should specify address, telephone and email to be used for the selection procedure. Otherwise AICS will use the residence details. During the selection procedure applicants should communicate any changes in their contact details.

Signed applications and attachments mentioned at paragraph 3.2 should be submitted, under penalty of exclusion, in PDF format, within 12:00 noon on 02/09/2020 at the following email address:

4. CAUSES FOR EXCLUSION

The following are causes for exclusion from the selection procedure:

- a) lack of essential requirements (para 2.1);
- b) reception of submission beyond the deadline or lack of one of the details specified in paragraph 3.1;
- c) absence of signature on self-declaration (para 3.1).

5. EVALUATION

Following the vacancy announcement deadline, AICS Director or AICS Jerusalem Representative, upon AICS Director's mandate, 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 than the compulsory one: up to 10 points
- Language skills: up to 10 points
- Professional experience: up to 40 points
- Other qualifications or professional skills: up to 10 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, 31 July 2020

Head of Field office

AICS Jerusalem

Cristina Natoli

