

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

VACANCY CODE: 12/AICSGERUSALEMME/2020

Job title: Human Rights Programme Officer – AID 011919

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. 98 - 19 November 2019.

AICS JERUSALEM OFFICE ANNOUNCES

The opening of a selection procedure to hire a Human Rights Programme Officer.

1. DETAILS AND OBJECTIVES OF THE POST

Job title: Human Rights 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: 24 months (including 3 month probatory period)

Start date: October 2020

Assignment objectives: under the supervision of AICS Jerusalem Head of Office and in collaboration with the Human Rights, Gender and Humanitarian Aid Team Leader, the selected candidate will provide technical assistance, programme coordination and management of the Human Rights and Gender sector programmes. Moreover, he/she will be in charge for monitoring the projects deployment and achievements during their implementation, including the launch and management of call for proposals (*Affidato procedures*) and tender procedures.

Duties and Responsibilities:

- Performing the Programme Officer tasks related to the Human Rights and Gender programmes providing his/her technical and operative contribution to the implementation of the Programmes activities;
- Coordination of the activities related to the Human Rights and Gender sector programmes;
- Drafting of technical-administrative documents consistent with AICS internal procedures and PRAG procedures and related to the programmes activities management;
- Supporting the Team Leader with the analysis and review of the documentations related to the ongoing programmes activities, including call for proposals and tender procedures;

- Liaising with projects partners and relevant stakeholders (national institutions, international organizations, civil society organizations and experts) carrying out field visits related to the Human Rights and Gender sector programmes;
- Reports drafting for their submission to AICS headquarters and to the Italian Ministry of Foreign Affairs and for Development Cooperation;
- Drafting of further additional documentation for any operative need;
- Supporting the planning and the effective coordination of the Human Rights and Gender sector programmes activities;
- Ensuring the visibility of the initiatives promoted by the Human Rights and Gender Programmes through AICS Jerusalem website communication activities;
- Monitoring the correct projects activities deployment and achievements.
- Any other duty requested by AICS Jerusalem Head of Office.

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

- a) Age under 65 years at the date of signing the contract;
- b) Physical ability to work;
- c) Master's Degree/Specialist degree (new system) or Degree (old system) in Political Science/International Relations. Other degrees may however be taken into consideration if accompanied by specific experience in the sector.
- d) Professional experience of at least 2 years related to the management of international cooperation projects and / or with NGOs / UN agencies / etc.;
- e) Knowledge of PRAG procedures and Inclusive Public Procurement, to be proven in terms of experience and/or with certificates of related training courses/sessions;
- f) Excellent knowledge of the English language at level C1 of the Common European Framework of Reference for the knowledge of languages (CEFR);
- g) Excellent knowledge of the Italian language at level C2 of the Common European Framework of Reference for the knowledge of languages (CEFR);
- h) Effective knowledge and use of the main computer tools including proficiency in the use of Microsoft Office applications.

2.2 Preferred requirements

- Specialization course (Master's Degree or Ph.D) in the area of interest related to following issues (International Law, Human Rights, International Development Cooperation, Project Cycle Management, Monitoring and Evaluation);
- Knowledge of the Arabic language at least at level A1 of the Common European Framework of Reference for the knowledge of languages (CEFR);
- Good knowledge of the International Law applicable to the Israeli-Palestinian or relevant publications;
- Participation in courses in the sector of interest (Gender Matters, Refugees' Rights, Human Rights Defenders, Unarmed Civilian Protection, Nelson Mandela Rules, Human Rights and Environmental Law);

- Previous working experience with AICS;
- Knowledge of the management mechanism of programs funded by the Italian Agency for Development Cooperation;
- Previous professional experience related to Human Rights with particular reference to the rights of people with disabilities, GBV victims, children and persons deprived of liberty;
- Previous experience in Palestine;
- Good ability to work in a team, in a multilingual and multicultural environment;
- Good skills in managing stress and work pressure.

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) residence;
- c) citizenship;
- d) enjoyment of political and civil rights;
- e) Absence of any criminal conviction or precautionary measures (*misure di prevenzione*) and criminal or fiscal/auditing legal proceeding (*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.

3.2 The applicant must attach the following:

- a) Copy of a valid ID;
- b) Curriculum vitae in **Europass format in Italian language**, including date, signature and authorization to process personal data;
- c) 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 17/10/2020 at the following email address: job.jer@aics.gov.it The subject should read: 12/AICSGERUSALEMME/2020.

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.

Next, 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 15 points
- Language skills: up to 15 points
- Professional experience: up to 40 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 email. 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 Head of Field office /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, 2 October 2020

Head of Field office

AICS Jerusalem

Cristina Natoli



A handwritten signature in dark ink, appearing to read 'Cristina Natoli', is written over the printed name.