

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

VACANCY CODE: 14/AICSGERUSALEMME/2020

Job title: Team Leader and Coordinator Human Rights, Gender and Humanitarian Aid (AID 11919)

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 Team Leader and Coordinator Human Rights, Gender and Humanitarian Aid

1. DETAILS AND OBJECTIVES OF THE POST

Job title: Team Leader and Coordinator Human Rights, Gender and Humanitarian Aid

Duty Station: Jerusalem

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

Annual Gross salary range: between 58,360 and 81,370 EUR (plus cost of living and country risk increase for expatriate)

Length: 24 months (including 3-month probatory period)

Start date: November 2020

Objectives: under the supervision of AICS Jerusalem Head of Office and in collaboration with the Team, coordinates, monitors and evaluates Human Rights, Gender Quality and Humanitarian Aid programmes funded by AICS. Plan and develop project/programme proposals in the Development sectors in Palestine.

Duties and Responsibilities:

- Management of activities in the Human rights, gender equality and humanitarian programmes;
- Manage the programming, organization, supervision and evaluation of the interventions foreseen in the framework of the human rights, children rights and gender quality

Programmes with regard especially to the activities of promotion and human rights and gender quality education;

- Coordinate, supervise and monitor AICS funded humanitarian programmes and projects;
- Participate, in the framework of the Palestinian-Italian operative Team, in the managing of the budget support component of the programmes;
- Provide technical assistance to the Palestinian ministries and civil society organization as for the areas of programmes intervention;
- Coordinate the preparation and the management of the missions of the sector experts in the implementation of the technical assistance;
- Managing the contact and the internal and external relationships of the programmes, the relations with the involved institutional partners and the relationships with the other donors;
- Coordination of relationships with other donors and Palestinian ministries
- Carry out any other general task as instructed by AICS Jerusalem Representative.

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 or has a conflict of interests 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 paragraph n. 7. AICS reserves the right to verify, under penalty of exclusion from the selection procedure, the truth of the successful applicant's statements/declarations.

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 Bachelor's degree (old system) in law. Other degrees of the same level may however be taken into consideration if accompanied by specific experience in the sector;
- d) Professional experience at least 10 years related to working in human rights or humanitarian aid, and/ or academia or research related to international humanitarian law and human rights; including at least 5 years' experience in managing international cooperation projects/ programmes;
- e) excellent knowledge of the English language at level C1 of the Common European Framework of Reference for the knowledge of languages (CEFR)
- f) excellent knowledge of the Arabic language at level C2 of the Common European Framework of Reference for the knowledge of languages (CEFR);
- f) excellent knowledge of the Italian language at level C1 of the Common European Framework of Reference for the knowledge of languages (CEFR);
- f) effective knowledge and use of main computer tools.

2.2 Preferred requirements

- Specialization course (Master's Degree or Ph.D.) in the area of interest related to following issues (Law, International law, Human Rights, International Development Cooperation, Project Cycle Management, Monitoring and Evaluation);
- Good knowledge of the Palestinian Applicable Laws.
- Knowledge of the Hebrew language at least level B2 of the Common European Framework of Reference for the knowledge of languages (CEFR);
- Previous working experience with AICS;
- Significant experience in working on projects/programmes funded by AICS/Italian Cooperation;
- Knowledge of the management mechanisms of programs funded by the Italian Agency for Development Cooperation;
- Good ability to work in a team, in a multilingual and multicultural environment.
- Good skills in managing stress and work pressure. Previous experience in the Middle East.

2. 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 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.

3.2 The applicant must attach the following:

- a) Copy of a valid ID;
- b) Curriculum vitae in Italian **Europass format**, 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 their 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, no later than 12:00 (local time) noon on 27/10/2020 at the following email address: job.jer@aics.gov.it. The subject should read: 14/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 Head of office or AICS Jerusalem representative, upon AICS Head office 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 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 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.

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 Office Head of Office 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, 12 October 2020

Head of Field Office

AICS Jerusalem

Cristina Natoli

