

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

VACANCY CODE: 13/AICSGERUSALEMME/2020

Job title: Programme Officer in CSOs support, EU Joint Programming and Humanitarian Aid – AID 11992

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 Programme Officer in CSOs support, EU Joint Programming and Humanitarian Aid

1. DETAILS AND OBJECTIVES OF THE POST

Job title: Programme Officer in Programme Officer in CSOs support, EU Joint Programming and Humanitarian Aid

Duty Station: Jerusalem

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

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

Length: 12 months (renewable - including 2-month probatory period)

Start date: December 2020

Objectives: under the supervision of AICS Jerusalem Head of Office and in collaboration with the Team Leaders, plan, monitor and evaluate AICS funded humanitarian programmes and projects, implemented by CSOs and international organization. Provide support in the EU Joint Programming and supervision of development initiatives implemented by CSOs and Local Authorities.

Duties and Responsibilities:

- Draft bilateral and multilateral projects proposals in the humanitarian sector and monitor project plans, timelines, budgets, and expenditures.
- Monitor projects awarded to international organizations working in the humanitarian sector and closely follow up the initiatives with the counterparts.
- Assist AICS Jerusalem Head of Office on the humanitarian portfolio, including assistance at meetings related to programmes and projects of international organizations, including UNRWA.
- Draft Humanitarian Aid Calls for Proposals for CSOs and monitor the implementation of projects awarded.
- Draft general operational plans (POG) and relevant no-cost extensions and/or amendments.
- Monitor the development initiatives implemented by CSOs and Local Authorities.
- Check and process narrative and financial reports of development and humanitarian projects implemented by CSOs and Local Authorities’.
- Follow up and actively participate in the EU Joint Programming exercise, along with the sectorial experts.
- Support AICS Jerusalem staff in the definition and application of the Results Oriented Framework.
- Foster effective working relations with UN counterparts, Government representatives, civil society actors, and other national and international partners on coordination matters.
- Any other duty as instructed 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 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. Advanced university degree (*laurea magistrale*) in International Relations/International Development Cooperation. The candidates can avail themselves of the equivalences for the admission to public competition, published on the web-site of the Ministry of the Education, University and Research www.miur.it.
- d. At least 3 years progressive relevant working experience in managing international cooperation projects/programmes in emergency/protracted emergency contexts, including at least 2 year in project coordination (preparation and monitoring of action plans, timeframes, budgets and similar coordination activities) and at least 1 year in accounting and administration;
- e. Knowledge of Project Cycle Management and PRAG procedures, to be proven with related experience and trainings/courses' certificates.
- f. Previous experience in humanitarian donors coordination and European Joint Programming;
- g. Fluency in written and spoken English (C2 Level - Common European Framework of Reference);
- h. Fluency in written and spoken Italian (C2 Level - Common European Framework of Reference);
- i. Excellent writing and communication skills;
- j. Computer literacy in Microsoft Office packages (MS Word, Excel, Outlook);

2.2 Preferred requirements

- significant experience in working on projects/programmes funded by AICS/Italian Cooperation;
- previous experience in working within AICS/Italian Cooperation;
- previous experience in humanitarian protection;
- significant experience in working with a variety of partners, including civil society, governments, UN and international organizations;
- at least 2 years of relevant previous working experience in Palestine.
- knowledge of Arabic at least at level A1 (Common European Framework of Reference).

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. Name, last name, date and place of birth;
- b. Country and city of residence;
- c. Citizenship;
- d. Being medically fit for employment;
- e. Full enjoyment of political and civil rights;
- f. Absence of convictions for any criminal offence and absence of any pending criminal charge;
- g. Not being subject to legal actions concerning the application of preventive measures, administrative and civil law measures recorded in the applicant criminal record;
- h. Not being subject to ongoing legal proceedings for crimes against Public Administration;
- i. Not having been dismissed for fault by a Public Administration office;
- j. Not having any professional activity incompatible in terms of capacity and timing with this assignment;
- k. Not being in a situation of conflict of interest and a commitment by the applicant to inform AICS of any change in this situation;

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, 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 noon (local time) on 17/10/2020 at the following email address: **job.jer@aics.gov.it** . The subject should read: 13/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

After the deadline for applications, AICS Jerusalem Head of Office 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. 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 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,

02/10/2020



The Head of Office

AICS Jerusalem

Cristina Natoli