

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

VACANCY CODE: 02 AICSGERUSALEMME/2021

Job title: Communication Officer – AID 11086

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 Communication Officer.

1. DETAILS AND OBJECTIVES OF THE POST

Job title: Communication Programme Officer AID-11086

Duty Station: Jerusalem

Type of contract: Part -Time Contract (local law)

Annual Gross salary range between 22,511,00 and 29,175.00 EURO (plus cost of living and country risk allowance)

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

Start date: April 2021.

Assignment objectives: under the supervision of AICS Jerusalem Head of Office and the Team Leaders of AICS programmes, the selected candidate will contribute to the Development and implementation of a visibility strategy that ensures an image and a line of communication in relation to the activities of the headquarters, contribute in the use of traditional channels and new technologies (social media, website, etc.) and ensuring the application of the communication plans of the Italian Cooperation.

Duties and Responsibilities:

- Manage and coordinate the communication and visibility activities and relations of the AICS Jerusalem Office with the press office of the Consulate General of Italy in Jerusalem and the Office II - Communication of the AICS Rome;
- Maintain relations with the local and Palestinian press, radio and media.
- Create / supervise the creation of specific information products, including articles, news, press releases, press kits, media reports, brochures, websites, newsletters, audio-visual products; photographic documentation; publications, texts for speeches; contents for social networks, etc;
- Translating all documentation relating to AICS programs;

- Accompany the Head of Office and the AICS Jerusalem personnel in official meetings to provide translation, and in all events and give visibility
- Ensure coordination with the Communication Officers of the implementing bodies of the projects funded by the AICS Jerusalem Office for the organization of joint actions;
- Ensure constant updating of the website and social media accounts of the AICS Jerusalem Office with news relating to the activities of the Italian Cooperation in Palestine.
- Elaborate the cataloguing of multimedia material by maintaining the collection, comparison, analysis and organization of the material.
- Monitor the results achieved with the communication activities carried out;
- Ensure the dissemination of information products in the offices of the most important recipients and their widespread dissemination through the web.
- Interdiction to conduct other activities which may create a conflict of interest.
- 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) Bachelor's Degree (New System) or Diploma Degree (Old System) in Journalism /International Communication and Advertising;
- d) Professional experience of at least 3 years related to Communication or Journalism for press media;
- e) Knowledge of the English language at level C1 of the Common European Framework of Reference for the knowledge of languages (CEFR);
- f) Knowledge of the Italian language at level C1 of the Common European Framework of Reference for the knowledge of languages (CEFR);
- g) Knowledge of the Arabic language at level B2 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

- Master's Degree/Specialist degree (new system) or International Relations Degree (old system). other degrees may however be taken into consideration if accompanied by specific experience in the sector.
- Knowledge of other language not mentioned in essential at least at level A1 of the Common European Framework of Reference for the knowledge of languages (CEFR);
- Previous working experience with AICS;
- Knowledge of the management mechanism of programs funded by the Italian Agency for Development Cooperation;
- 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 02/04/2021 at the following email address: job.jer@aics.gov.it The subject should read: 02/AICSGERUSALEMME/2021.

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 qualifications: 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 via audio-video connection. The interview will take place in English, Italian and Arabic 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, 17/03/2021


Head of Field office
AICS Jerusalem
Guglielmo Giordano

