

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

VACANCY CODE: 03/AICSGERUSALEMME/2021

Profile: Finance and Administrative Expert for the Program SI-GEWE AID 11279

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.
- Decision of the Director of the Italian Agency for Development Cooperation no. 28 - 25 February 2021.

**AICS JERUSALEM OFFICE
ANNOUNCES**

The opening of a selection procedure to hire a Finance and Administrative Expert.

1. DETAILS AND OBJECTIVES OF THE POST

Job title: Finance and Administrative Expert

Duty Station: Jerusalem

Type of contract: Fixed term contract (local law)

Annual Gross salary: 37.519,00 EURO (plus cost of living and country risk allowance)

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

Start date: May 2021

Objectives: under the supervision of AICS Jerusalem Head of Office and the Administrative Officer, support the administrative team as well as the Technical experts in the administration of AICS Jerusalem programs.

Duties and Responsibilities:

- Review and check all the interim and final financial reports submitted by CSOs that have been awarded with contributions from the Italian Agency for Development Cooperation Office in Jerusalem within the Human Rights and Gender Equality Department and the Humanitarian Aid Programme
- Review the certificates of audit and supporting documents submitted by counterparts, CSOs and Local Authorities;
- Review and check all the requests for variation/amendment to budget submitted by counterparts, CSOs and Local Authorities;
- Provide administrative support to counterparts, CSOs and Local Authorities with regards to donor's procedures compliance, transparency, and accountability;
- Follow and manage the administrative and accounting aspects of the local funds in the framework of the Italian Law of the Public Administration;
- Draft periodic financial and administrative reports (monthly progressive reports, cash flow, etc);
- Prepare the tender documentation for works and supplies and maintain the contacts and the relationships with the companies working (with AICS Jerusalem) in the framework of the Programmes directly managed by AICS;
- Check the correct administrative procedures in the supplies, works and services of AICS Jerusalem office;
- Any other duties as requested by AICS Jerusalem Head of Office and by the Administrative Officer.

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

To be eligible for consideration for the selection an applicant must possess – for the overall period of the selection and contract- the following **essential requirements**:

- a) Age under 65 years at the date of signing the contract.
- b) Physical ability to work.
- c) Bachelor's Degree in economics, Accounting, Political Sciences, Statistical and Mathematical or related subjects. 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 may also be considered if accompanied by specific experience of at least 3 years in administration/accounting (in addition to the minimum of 5 years of professional experience – point d.).
- d) Documented professional experience as specified in Art. 2.1;
- e) Knowledge of the English language at level C1 of the Common European Framework of Reference for the knowledge of languages (CEFR) and knowledge of the Italian language at

level C1 of the Common European Framework of Reference for the knowledge of languages (CEFR).

f) Proficiency in the use of Microsoft Office applications.

2.1 Special requirements

- Documented professional experience as administrator/finance officer for a minimum of 5 years in the field of Development Cooperation and/or Humanitarian Aid;

2.2 Preferred requirements

- Post-graduate degree (Master's Degree/Master I or II level/PhD) in Economics/Finance/Accounting.
- Knowledge of the English language at level C2 of the Common European Framework of Reference for the knowledge of languages (CEFR)
- Knowledge of the Italian language at level C2 of the Common European Framework of Reference for the knowledge of languages (CEFR).
- Written and spoken Arabic and/or Hebrew (A2)
- Previous working experience with AICS.
- Knowledge of the GeCoProWEB accounting program and SIGOV.
- Significant experience in working on projects/programmes funded by AICS/Italian Cooperation.
- Professional experience in the Middle East with CSOs, Donors, International organizations and UN.
- Knowledge of PRAG procedures and Results Based Management, to be proven with related experience and/or trainings/courses.

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 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;

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 English or 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 (Jerusalem time) on 18/04/2021 at the following email address: job.jer@aics.gov.it. The subject should read: 03/AICSGERUSALEMME/2021.

4. CAUSES FOR EXCLUSION

The following are causes for exclusion from the selection procedure:

- a) lack of essential requirements (par 2);
- b) submission of the application beyond the deadline specified in this vacancy and not respecting the above mentioned terms;
- c) absence of signature on self-declaration (par 3.1).

5. EVALUATION

Following the vacancy announcement deadline, the AICS Head of Office evaluates the eligibility of the applications with regards to the essential requirements and causes of exclusion. Excluded applicants will be informed.

The AICS Head of Office then establishes an Evaluation Committee of three members (in compliance with art.2 of the Decision CC (Joint Committee for International Development Cooperation) n. 101 - 19 November 2019). The Evaluation Committee reviews the applications and assign each of them a maximum of 100 points, as follows:

QUALIFICATIONS: up to 70 points

- Additional qualifications on top of essential requirements: up to 10 points;
- Languages: 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 via audio-video systems or at AICS offices.

The interview will be conducted in the working language requested (even more than one in accordance with the vacancy announcement) and it aims to assess the knowledge and experiences 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 overall.

6. RESULTS

The applicant with the highest score the selected one. The selected applicant 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 refer to the same list, upon availability of funds.

In case two or more scores are equal, the youngest applicant is preferred.

The list is published both on AICS field office and on AICS HQ websites.

The employment contract signed by the selected candidate and the AICS Jerusalem Head of Office, defines conditions for withdrawals for both the parties, in case of good cause or serious events. The employee has the legal right to end the contract with a notice, in accordance with the local law.

The employee must sign the AICS Code of Conduct as per art. 11, comma 1.c of the Ministerial Decree no. 113 of 22 July 2015.

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.

9. PUBLICITY

This vacancy announcement is published on both the AICS website and the AICS field office website.

Jerusalem, 2 April 2021



Head of Office
AICS Jerusalem
Guglielmo Giordano