

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

VACANCY CODE: 07AICSGERUSALEMME/2021

Job title: Driver – AID 11399 EPEC

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.

Decree of the director of the Italian agency for development cooperation n. 28 of 05/02/2021

AICS JERUSALEM OFFICE
ANNOUNCES

The opening of a selection procedure to hire a Driver.

1. DETAILS AND OBJECTIVES OF THE POST

Job title: Driver

Duty Station: Jerusalem

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

Annual Gross salary range: 36000 Euro

Length: 12 months (including 3-month probatory period)

Start date: February 2022

Assignment objectives: To provide secure and timely driving services.

Duties and Responsibilities:

- Provide transportation for Head of Office and Staff and/or packages to and from destinations
- Arrive at destinations on schedule
- Fulfil administrative needs, like office pickups
- Research and plan for traffic, construction, and weather delays
- Able to use navigation applications to be supported in determining the best route
- Always interact with staffs professionally
- Ensure that the vehicle is always fuelled and ready for use

- Arrange for vehicle repairs as needed
- Keep mileage records and repair records up to date
- other tasks required by 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. ESSENTIAL REQUIREMENTS

- A. Age should not exceed the limit established by local law at the time of signature of the contract (65 Years old).
- B. Primary school license or equivalent.
- C. have acquired the professional experience required by the selection notice, as specified in point 2.1 A.
- D. Fluency in written and spoken English (C1).
- E. Fluency in written and spoken Arabic (C2).
- F. Valid driving licence (able to drive either in Palestine & Israel)
- G. Knowledge of driving rules and regulations, chauffeur protocol and courtesies, and local roads and conditions, and defensive driving skills

2.1 Specific requirements

- A. At least 5 years of previous experience working in international organizations/Embassies or Consulates /Agencies.

2.2 Preferential requirements

- A. Written and spoken Italian (A1).
- B. Written and spoken Hebrew (A1).
- C. To be able to drive and to have access to Jordan.
- D. Israeli Driving License for Trucks (armoured vehicles over 3,500 kg)

3. SUBMISSION OF APPLICATIONS

3.1 Applicants are asked to submit a self-declaration 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 and criminal or fiscal/auditing legal proceedings 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 Israeli Travel Document and Jordanian Passport
- b) Copy of a valid Driving Licence
- c) Curriculum vitae in Europass format, including date, signature, and authorization to process personal data.
- d) 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 10/01/2022 at the following email address: job.jer@aics.gov.it. The subject should read: 07/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 as in paragraph 3.2 or lack of one of the details specified in paragraph 3.1;
- c) absence of signature on self-declaration (para 3.1).
- d) lack of attached document (para 3.2);

5. EVALUATION

Following the vacancy announcement deadline, AICS Head of office or AICS Jerusalem representative upon AICS Head of office mandate will assess the admissibility of application according to the above-mentioned essential requirements and causes for exclusion. Then the Evaluation Committee will evaluate admitted 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. The interview will take place in English and it aims to assess knowledge and experience of the applicants, as well as their suitability for the post and their language skills. **Shortlisted candidates after the interviews will do a Driving Skills Test.** 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 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 Office Director/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, 16/12/2021


Head of Field office
AICS Jerusalem
Guglielmo Giordano