

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

VACANCY CODE: 09/AICSGERUSALEMME/2022

Job title: Expert (*Low level*) – AID 11806 Fondo Unico per l'Assistenza Tecnica al programma di cooperazione

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.
- Regulation of Director of Italian Agency for Development Cooperation n. 28 of 05/02/2021

AICS JERUSALEM OFFICE
ANNOUNCES

The opening of a selection procedure to hire an Expert Reconstruction Gaza (*Low Level*)

1. DETAILS AND OBJECTIVES OF THE POST

Job title: Programme Officer Reconstruction Gaza, Level: Expert - Low

Duty Station: Gaza Strip

Type of contract: Fixed-term contract as per local legislation, in compliance with the fundamental principles of the Italian legislation -Part-time 80%

Contract and Remuneration: in accordance with AICS regulations, in particular, as provided by the Deliberation CC n.101 dated November 19 2019 and Determination of the Director of AICS nr.28 dated February, 5 2021.

Duration: 12 months (including the three-month probation period) with possible extension subject to needs, availability of funds, satisfactory performance, and duration of the Project.

Expected start date: at the end of the selection process.

Objectives: under the supervision of AICS Jerusalem Head of Office and in collaboration with the Team Leader coordinates, monitors, and evaluates the ongoing activities of the AICS Jerusalem Office in Gaza Strip.

Job Description:

- Collect all necessary data, information, and documents from local institutions and offices necessary for the implementation of the project;
- Maintain upon request, coordination with the technical team of the Ministry of Public Works in Gaza and with all other involved parties such as the contractors, UNOPS, and any other entity upon AICS Jerusalem's request.
- Attend works-site meetings on behalf of AICS and prepare Minute of Meetings.
- Monitor the construction sites frequently and in any case follow the schedule and Workplan agreed with AICS Jerusalem;
- Checking working site progress sheets, compliance with GRM procedures about material supply, and all documents related to the progress of works prepared by the contractor;
- Deliver Bi-weekly reports about working site progress addressed to the Team Leader, highlighting concerns, solutions to problems, and planned works;
- Contribute to reports writing and provide translation from Arabic into English of relevant documents and during meetings.
- Coordinates the activities and procedures for the entry into Gaza of AICS employees.

Interdiction to conduct other activities

The selected candidate must not have carried out, during the last three years, any business activity in the country of the service, or to be in a situation of conflict, even potential, of interests that undermine the impartial exercise of functions, as provided by Article 53 of Legislative Decree no.165/2001, referred to in Law no. 190/2012 and by the Ethical and Conduct Code of AICS. AICS reserves the right to verify, under penalty of exclusion from the selection procedure, the truth and compliance of what has been declared in this regard by the selected candidate.

2. ESSENTIAL REQUIREMENTS

The candidate to be recruited must be in possession of the following essential requirements by the deadline of this vacancy:

- a) Age should not exceed the limit established by local law at the time of signature of the contract (67 years old);
- b) Physical ability to work;
- c) To have acquired the academic qualification required by the selection notice, as specified at point 2.1a;
- d) To have acquired the professional experience required by selection notice as specified in points 2.1 b;
- 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 Arabic language at level C2 of the Common European Framework of Reference for the knowledge of languages (CEFR);
- g) Proficiency in the use of the main computer tools, in particular MS Office (Word, Excel, Power Point).

2.1 Specific requirements

- a) Bachelor's degree in engineering.
- b) Proven professional experience of at least 5 years as a Project Manager.
- c) Previous working experience with Development Cooperation in the relevant sector in connection with the cooperation activity of more than 3 months.

3. PREFERRED REQUIREMENTS

Professional Experience:

- Former experience in the area object of the vacancy.
- Previous working experience with international organizations, governmental and/or non-governmental institutions and/or AICS.
- Master's degree in relevant sectors.
- Knowledge of English at a higher level than that provided for in point (2, e).

4. SUBMISSION OF APPLICATIONS

4.1 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) Full 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

Any false declaration will incur penal sanction according to article 76 of Italian D.P.R. – Presidential Decree 28.12.2000 no. 445 as subsequently amended, facing immediate termination of employment and loss of any other advantage deriving from the untruthful declaration

4.2 The applicant must attach the following:

- a) Copy of valid ID or Passport.
- b) Signed and dated Curriculum Vitae (Europass format), including authorisation to process personal data, specifying the exact month and year of start and end of each work experience.
- c) Signed and dated self-declaration (*dichiarazione sostitutiva di certificazione*) mentioned in paragraph 4.1.

The applicants should also provide the address, telephone number, and an email address for communications and must notify AICS any change occurred after the submission of the application.

The applications duly dated and signed, in not editable PDF format should be submitted by 12:00

(local time) noon on 26/08/2022 at the following email address: job.jer@aics.gov.it. The subject of the email must contain the vacancy announcement code: **09/AICSGERUSALEMME/2022**.

Please note that only complete applications received within the deadline will be accepted and considered.

5. CAUSES FOR EXCLUSION

The following are causes for exclusion from the selection procedure:

- a) Applications lacking any of the essential eligibility requirements;
- b) Applications received after the deadline stated in a modality other than provided for in this announcement;
- c) Application documents not signed;
- d) Absence of one of the relevant annexes to the application.

6. EVALUATION

Once the terms of validity of the notice have elapsed, the AICS Jerusalem Head of Office assesses the admissibility of the applications regarding the presence of the essential requirements and the absence of causes for exclusion. The exclusion is communicated to the concerned candidates.

Subsequently, the AICS Jerusalem Head of Office appoints a selection committee composed of three members, who meet the requirements for autonomy and impartiality. The Committee evaluates the merits of the applications by assigning a maximum overall score of 100 points according to the following criteria:

QUALIFICATIONS: up to 70 points

- Additional educational qualifications other than the essential requirements: up to 10 points.
- Languages: up to 10 points.
- Professional experience: up to 40 points.
- Other qualifications or professional skills related to the position: 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 at AICS Jerusalem office or, if the applicants cannot attend physically, via audio-video connection. The interview will take place via video conference in English 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 e-mail to the address specified in the application by the candidate. Applicants are not entitled to reimbursement of expenses incurred in order to attend the interview.

Following the interview, a ranking list will be drawn up of only those candidates who, after the interview have scored not less than 60% of the maximum mark (60 out of 100).

7. SELECTION RESULTS

The applicant with the highest score in the ranking 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.

8. PRIVACY PROTECTION

The submission of application by a candidate implies consent to the processing of their personal data, including sensitive data, by personnel assigned to the custody and storage of applications and to their use for the purpose of the selection process.

AICS Jerusalem Office Head of Office is responsible in relation to personal data handling.

9. SUSPENSION AND SAFEGUARD CLAUSE

AICS Jerusalem reserves itself the right to cancel or delay the vacancy announcement or the recruitment process at any stage and at its own discretion.

10. PUBLICITY

This selection notice is published on AICS website (HQ and AICS Jerusalem Office).

Jerusalem, August, 10 2022

Head of Office
AICS Jerusalem
Guglielmo Giordano

