



“Recovery, Stability and socio-economic development in Libya”

Programme funded by the European Union, component implemented by the Italian Agency for Development Cooperation (AICS)

**Delegation Agreement no. T05-EUTF-NOA-LY-05-01- 01 (T05.437)
CUP: H99F18001050006**

PROFESSIONAL VACANCY ANNOUNCEMENT NO. 04/AICSTUNISI/2019

COMMUNICATIONS OFFICER

The Italian Agency for Development Cooperation (AICS) intends to recruit a **Communications Officer** for the implementation of the Italian component of the “Recovery, Stability and socio-economic development in Libya” Programme (hereafter referred to as “the Programme”), financed by the European Union and implemented by the Italian Agency for Development Cooperation (AICS), the United Nations Development Programme (UNDP) and the United Nations Children’s Fund (UNICEF).

The contract duration will be of one year – including a three-month probation period - renewable up to the end of the Programme (36-month duration), subject to programme needs, availability of funds and satisfactory performance.

PROGRAMME DESCRIPTION

Within the framework of the European Union “Emergency Trust Fund for Stability and addressing root causes of irregular migration and displaced persons in Africa” (i.e. “Trust Fund”), the Programme responds to the effects of the ongoing instability and difficult socio-economic conditions of the most vulnerable populations in Libya. It targets municipalities with high concentrations of migrants and asylum seekers, settled or in transit, areas of displacement of Libyans and places to which displaced populations are returning, as well as communities where basic and social infrastructures have been severely affected by the conflict.

Quick and tangible impacts (“peace dividends”) in the form of access to basic services are critical in strengthening the social contract between local authorities and communities, on the one hand and easing the integration of migrants and refugees in host communities, on the other hand. The Programme aims at improving capacity to deliver basic services at the municipal level in the Education, Health, WASH and Energy sectors, through the rehabilitation of service facilities (i.e. works, equipment and supply provisions), institutional capacity building and, to a limited extent, awareness raising activities targeting communities and the general public.

Expected start of employment: upon completion of the selection process

Duty station: Tunis with frequent short-term missions in Libya and possible relocation to Tripoli, according to the security situation

Remuneration: salary, benefits and other conditions are offered in accordance with the Italian Cooperation terms of employment and salary scale for international staff working in overseas offices. Maximum gross salary per month: 5,950 Euros based on the candidate’s qualifications and experience

Contract: in accordance with the principles of the Italian labour legislation in force

1. KEY FUNCTIONS

Under the overall supervision of AICS Regional Representative in Tunis, the direct supervision of the PMU Team Leader (Programme Technical Coordinator), and in close consultation with relevant AICS and Embassy officials in Tunis and Tripoli, the **Communications Officer** will contribute to the correct implementation of communication, visibility, reporting and external relations activities of the Italian Cooperation component of the Programme.

In particular, s/he will perform the following tasks:

- Lead the formulation of the Programme Communications and Visibility plan, monitor its implementation and update the related activities schedule;
- Lead the development, editing, production and dissemination of communication and visibility material for the Programme, i.e. publications, proceedings of events/meetings, presentations, briefs, newsletters, brochures, factsheets, infographics, posters, banners, e-media, among others. This might also include the development of a dedicated programme website;
- Provide technical guidance to PMU on best practices on the use of communication tools, including social platforms such as Twitter and Facebook;
- Lead the organization of Programme-related events and meetings, with regards to the communication, visibility and outreach aspects and interaction with the press and media outlets;
- Coordinate with external suppliers and consultants for content development, editing, production and distribution of communication products and reports, and for the organization of events;
- Lead the baseline study for the identification of communication and visibility activities’ target audience, stakeholders and beneficiary communities;
- Create synergies with communication and visibility actions and related plans carried out by AICS Tunis and coordinate with relevant officers at AICS HQ, as well as at the Embassy in Tripoli;

- Develop and maintain relationships with communication and public information officers at the EU Delegation, UNDP, UNICEF, and Libyan authorities as appropriate, to ensure alignment and commonality in communications around the Programme;
- Review and perform quality control of all Programme external reports and official documents;
- Perform other relevant activities as required.

2. REQUIREMENTS

Candidates will be considered eligible for selection on the basis of the following **essential requirements (points 2.1 and 2.2)**, to be fulfilled by the deadline for applications:

2.1 Qualifications and skills:

- Master's level university degree in Communications Studies, Journalism, International Relations, Political and Social Sciences, International Development or related fields of study (level 7 European Qualification Framework EQF). Other degrees (level 7 European Qualification Framework EQF) may be accepted in the presence of highly qualified professional experiences related to the responsibilities of this position;
- Fluency in written and spoken English (C2 Level - Common European Framework of Reference);
- Fluency in written and spoken Italian (C1 Level - Common European Framework of Reference).

2.2 Professional experience and competencies:

- At least 3 years of relevant professional experience working with international organizations, governmental and/or non-governmental aid bodies with communication, visibility, reporting and external relations functions, of which at least 1 year working in developing countries;
- Previous experience with the preparation of communications material;
- Previous experience in public relations;
- Excellent writing and communication skills;
- Computer literacy in Microsoft Office and publishing packages.

The following **preferred requirements** will also be taken into consideration:

- Postgraduate diplomas (Level 8 EQF) and/or additional training on Communications, International Cooperation and/or Development Studies;
- Previous experience working with international organizations, the EU, and governmental and non-governmental bodies (i) on fragile states and emergency programs, (ii) in the Middle East and North Africa region, (iii) in Libya;
- Previous experience as a member of an aid project management unit responsible for communication and visibility tasks;
- Proven experience supporting data collection, analysis and reporting, including the preparation of official documents for donors, project governing and supervisory bodies;
- Previous experience in the production of communication material, such as presentations, publications, articles, newsletters, blog/website entries;
- Previous experience in the production of audio-visual material (photo, video, etc.);
- Knowledge of and experience using graphic design software and content management systems (e.g. Adobe Illustrator, Photoshop, Wordpress);
- Previous experience working with social networks/platforms;

- Previous experience with inter-institutional liaison and stakeholder platforms coordination;
- Prior experience with the European Union's communications and reporting requirements;
- Previous experience with the Italian Cooperation (MAECI DGCS / AICS);
- Knowledge of Arabic.

Before submitting their application, candidates should assess whether they fulfil all the essential requirements specified in this vacancy notice. Professional experiences indicated in the curriculum vitae are accounted for only from the time the candidate obtained the degree required for the position. Start and end dates of all previous positions and indication on whether they were full- or part-time should be clearly stated in the curriculum vitae. Details of any professional experience, training, research or studies must be provided in the application. Upon request, candidates must be able to provide supporting documentation clearly indicating the duration and nature of these experiences.

3. HOW TO APPLY

The submission of the application duly signed should indicate the number of the vacancy announcement. The application should be written in English and include:

1. Legally Binding Statement (according to art. 46 of Italian D.P.R. 28.12.2000 n. 445) – as per template below, indicating:

- a. Name, last name, date and place of birth;
- b. Country and city of residence;
- c. Citizenship;
- d. Only for Italian citizens, the name of the municipality where the applicant is registered to vote;
- 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;
- l. Degrees obtained with date of award and name of academic Institution;
- m. Being medically fit for employment.

Any false declaration will incur on penal sanctions according to article 76 of Italian D.P.R. n. 445 of 28.12.2000, as subsequently amended and supplemented, facing immediate termination of employment and loss of any wrongfully obtained benefit.

The application should also include:

2. Curriculum vitae in English (Europass format);
3. Motivation letter in English;
4. Copy of valid passport;
5. Illustration of communication material and/or links to audio-visual material produced by the candidate.

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

The applications, duly dated and signed and in pdf. format, should be submitted to the following email address: tunisi@pec.aics.gov.it by **11 March 2019** at 24.00 midnight (Central European time). The subject of the email must contain the vacancy announcement number **04/AICSTUNISI/2019**.

Please note that only complete applications (including documents 1, 2, 3, 4 and 5) received within the deadline will be accepted and considered.

We encourage applicants to submit the application well before the deadline date, since heavy internet traffic or connection problems could lead to difficulties in submission. AICS cannot be held responsible for any delay due to such difficulties.

4. EXCLUSION FROM SELECTION PROCEDURES

Applications containing the following defects will not be considered:

- a) Applications lacking any of the essential eligibility requirements;
- b) Applications lacking any of the required documents;
- c) Application documents not signed;
- d) Application received after the deadline stated in this announcement.

5. EVALUATION OF APPLICATIONS

The selection will be conducted by a Recruitment Panel, which will first screen applications to assess whether candidates meet the minimum eligibility requirements. A longlist of applications will then be evaluated according to the following criteria:

Education, experience, competencies and preferred requirements (Max 70 points)

Assessment of education, professional experience and competences, and possession of preferred requirements as indicated in the documentation submitted by the candidate.

Candidates scoring at least 42 points will be included in a shortlist and will be invited for an interview.

Interview (Max 30 points)

The interview will be carried out through audio/video connection (e.g. Skype).

A written test may also be requested.

Final scoring

Candidates scoring at least 70 points at the end of the process will be included in the final list of retained candidates, valid for the duration of the Programme.

Younger candidates will be preferred in case of equal final score.

6. RESULTS OF THE SELECTION

Only short-listed candidates will be informed of the results of the selection process.

The incumbent is responsible to abide by AICS security policies, administrative instructions, plans and procedures.

7. PROTECTION OF PRIVACY

By submitting their applications, the candidates will give their unambiguous consent to the use of their personal data for the purpose of this selection process (Italian D. Lgs. 196/2003).

8. SUSPENSION AND PROTECTION CLAUSES

AICS has the right to cancel or delay the recruitment process at any stage and at its own discretion.

LEGALLY BINDING STATEMENT (Template)

(Art. 47 Italian D.P.R. 28 December 2000, n. 445)

I,, born in on, citizen resident in,

aware that any false declaration will incur on penal sanctions according to article 76 of Italian D.P.R. n. 445 of 28.12.2000, as subsequently amended and supplemented

with regards to the VACANCY ANNOUNCEMENT (04/AICSTUNISI/2019 – Communications Officer)

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HEREBY DECLARE TO

- a. Fully enjoy political and civil rights;
- b. Not have been convicted for any criminal offence and not have pending criminal charge;
- c. Not being subject to legal actions concerning the application of preventive measures, administrative and civil law measures recorded in the applicant criminal record;
- d. Not being subject to ongoing legal proceedings for crimes against Public Administration;
- e. Not have been dismissed for fault by a Public Administration office;
- f. Not having any professional activity incompatible in terms of capacity and timing with this assignment;
- g. Not being in a situation of conflict of interest and to commit to inform AICS of any change in this situation;
- h. Have received a Degree in from on
- i. Be medically fit for employment.

Date,

Signature

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