



This project is funded
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Recovery, Stability and Socio-economic development
in Libya - Italian Cooperation Component
T05-EUTF-NOA-LY-05-01-01 (T05.437)
CUP: H99F18001050006



Delegation Agreement no. T05-EUTF-NOA-LY-05-01- 01 (T05.437)
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PROFESSIONAL VACANCY ANNOUNCEMENT NO. 04/AICSTUNISI/2020

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 one year – including a three-month probation period - renewable up to the end of the Programme (currently, 30 Sep 2021), 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 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 Health, Education, and WASH sectors, through the rehabilitation of service facilities (i.e. equipment and works,), institutional capacity building and, to a limited extent, awareness raising activities targeting communities and the general public.



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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. Smart working arrangements may be adopted as required.

Contract and Remuneration: salary, benefits and other conditions are offered in accordance with the AICS rules and regulations, in particular: *"Criteri e modalità per la selezione di personale non appartenente alla Pubblica Amministrazione da assumere con contratto di diritto privato a tempo determinato disciplinato dal diritto locale"* as provided for by the *Delibera CC n. 101* dated 19 November 2019.

The expected gross salary per year will be between a min. of EUR 43,567.00 and a max. of EUR 47,458.50 plus a post adjustment net pay per year between a min. of Eur 19,605.00 and a max. of EUR 21,426.60 based on the candidate's qualifications and experience.

1. KEY FUNCTIONS

Under the overall supervision of AICS Regional Representative in Tunis, the direct supervision of the PMU Team Leader (Programme Technical Coordinator), in close collaboration with the PMU Team (based in both Tunis and Tripoli), 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:

- a) Lead the implementation and monitoring of the Programme Communications and Visibility plan, including studies on target audiences, stakeholders and beneficiary communities;
- b) Sustain partnerships with communication and public information officers at the EU Delegation, UNDP, UNICEF, and Libyan authorities as appropriate, to ensure alignment and commonality in strategic communications around the Programme. Pro-actively co-lead the AICS/UNDP/UNICEF One Communication Team and all the activities of the Joint Communication Initiative;
- c) Build capacity of partners, including INGO staff and Libyan counterparts, and provide technical guidance on the use of communication tools;
- d) 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. Coordinate with external suppliers and consultants for content development, editing,



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- production and distribution of communication products and reports, and for the organization of events;
- e) Manage and improve the social media platforms, including Facebook, Twitter and Instagram;
 - f) Produce, review and perform quality control of all Programme external reports and official documents;
 - g) 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;
 - h) Create synergies with communication and visibility actions and related plans/platforms carried out by AICS Tunis and coordinate with relevant officers at AICS HQ, as well as at the Embassy in Tripoli;
 - i) Perform other relevant activities as required.

2. REQUIREMENTS

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

2.1 Qualifications and skills:

- 2.1.1 Age not exceeding that required by local regulations for retirement at the time of signing the contract (62 years);
- 2.1.2 Physically fit for work;
- 2.1.3 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;
- 2.1.4 Fluency in written and spoken English (C1 Level - Common European Framework of Reference);
- 2.1.5 Fluency in written and spoken Italian (C1 Level - Common European Framework of Reference).



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2.2 Professional experience and competencies:

- 2.2.1 At least 3 years of relevant professional experience working in communication, visibility, reporting and external relations functions, (i.e. audio-visual materials, social media platforms, edit, publication and dissemination, supporting data collection, analysis);
- 2.2.2 At least 2 years working in a relevant communication function in developing countries with international organizations, governmental and/or non-governmental aid bodies.

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

- 2.3.1 Postgraduate diplomas (Level 7 or Level 8 EQF) and/or additional training on Communications, International Journalism, Media studies.
- 2.3.2 Previous experience with the Italian Cooperation (MAECI DGCS / AICS) and or with the European Union communications and reporting requirements.
- 2.3.3 Elementary in written and spoken Arabic (A2 Level - Common European Framework of Reference).
- 2.3.4 Previous experience working with international organizations, the EU, governmental and non-governmental bodies on fragile states and emergency programs in the Middle East and/or North Africa region.

Before submitting their application, candidates should assess whether they fulfil all the essential requirements specified in this vacancy notice. Candidates must have excellent writing and verbal communication skills, and advanced command of publishing software. 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:



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- 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 a 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, shall be submitted to the following email address: tunisi@pec.aics.gov.it, cc segreteria.tunisi@aics.gov.it, by **04 June 2020** at 24.00 midnight (Tunis time). The subject of the email must contain the vacancy announcement number 04/AICSTUNISI/2020.



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Please note that only complete applications (including above-mentioned 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

Once the terms of validity of the notice have elapsed, the head of AICS office in Tunis 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 candidates concerned.

Subsequently, the head of AICS field office appoints a commission composed of three members, who meets the requirements for autonomy and impartiality with respect to the candidates. The Commission assesses the applications on their merits by assigning a maximum overall score of 100 points 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, will be carried out according to the below parameters.

Only candidates scoring minimum 40 points under Essential Requirements (comprised of art. 2.1 - Qualifications and skills, and art. 2.2 - Professional experiences and competences), will be included in the shortlist and invited for an interview.



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However, the committee reserves the right to invite for an interview only the first 8 candidates according to the provisional ranking list.

Assessment of Qualifications and Skills (comprised of education and language skills, as per art. 2.1, 2.2 and 2.3) – up to 20 points

Education - up to 10 points:

- **7 points:** 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 – ref. 2.1.1.
- **Up to 3 points:** 3 points for Postgraduate diplomas (Level 8 EQF) on Communications, International Journalism, Media Studies and related areas; 2 points for Postgraduate diplomas (Level 7 EQF) on Communications, International Journalism, Media Studies or related areas; 1 point for specialized communication-related trainings of minimum 6 months – ref. 2.3.1.

Language skills - up to 10 points:

- **3 points for C1, 4 points for levels above C1:** Fluency in written and spoken English, C1 Level - Common European Framework of Reference – ref. 2.1.2.
- **3 points for C1, 4 points for levels above C1:** Fluency in written and spoken Italian, C1 Level - Common European Framework of Reference - ref.2.1.3.
- **Up to 2 points (1 point for basic knowledge; 2 points anywhere above):** Knowledge of Arabic - ref. 2.3.3.

Assessment of professional experiences and competencies (art. 2.2) – up to 40 points

- **Up to 25 points:** 17 points for min. 36 months (**1 point every six months of experience in addition to the minimum requested - max. points 25**). At least 3 years - of relevant professional experience working in communication, visibility, reporting and external relations functions, (i.e. audio-visual materials, social media platforms, edit, publication and dissemination, supporting data collection, analysis); – ref. 2.2.1.
- **Up to 15 points** 10 points for min.24 months (**1 point every 3 months of experience in addition at the minimum requested - max. points 15**). Professional experience working in



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a relevant communication function in developing countries with international organizations, governmental and/or non-governmental aid bodies - ref. 2.2.2.

The score assigned to the experience in communication function in developing countries with international organizations, governmental and/or non-governmental aid bodies should also be understood as professional experience working in communication, visibility, reporting and external relations functions - therefore scores and periods are cumulative.

Assessment of preferred requirements (art. 2.3) – up to 10 points

- **Up to 6 points (1 point every 6 months of experience):** Previous experience with the Italian Cooperation (MAECI DGCS / AICS) and or with the European Union communications and reporting requirements – ref 2.3.2.
- **Up to 4 points (1 point every 6 months of experience):** Previous experience working with international organizations, the EU, governmental and non-governmental bodies on fragile states and emergency programs in the Middle East and/or North Africa region – ref 2.3.4.

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

The candidate with the highest score in the ranking is declared the winner. The winner is informed via PEC. The ranking list remains valid for one year and can be extended for another year for motivated needs related to the implementation of the initiative. In case of a decline by the winning candidate or an early termination of the contract, the office reserves the right to appoint another



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candidate from the ranking list - if the necessary financial resources are available.

In case of equal scores, the youngest candidate will be preferred.

The ranking is published on AICS website and on that of AICS Tunis field office

Due to essential service reasons, the winner of this selection notice must be able to take up service in Tunis not later than 1 month from the publication of the ranking on AICS websites. In case the availability is not granted, the office reserves the right to appoint another candidate from the ranking list.

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.

