



This project is funded  
by the European Union

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



## PROFESSIONAL VACANCY ANNOUNCEMENT NO. 13/AICSTUNISI/2020

### PROGRAMME ASSOCIATE (INTERNATIONAL)

The Italian Agency for Development Cooperation (AICS) intends to recruit a **Programme Associate** to implement the Italian component of the Programme (hereafter referred to as “the Programme”), “Recovery, Stability and socio-economic development in Libya, financed by the European Union and executed 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 twelve months – including a three-month probation period – with possible extension, subject to 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 socio-economic conditions on 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 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:** October 2020 and/or within one month of the publication of the ranking list.

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



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**Contract and Remuneration:** salary, benefits and other conditions are offered in accordance with 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 private a tempo determinato disciplinato dal diritto locale"* as provided for by the Delibera CC n. 101 dated 19 November 2019 and will be determined on the basis of professional seniority, specific professional qualification and level of competence in relation to the responsibilities and specific tasks that the successful candidate will be required to perform.

## 1. KEY FUNCTIONS

### Programme Associate

The Programme Associate assists the AICS Programme Management Unit (PMU) in all relevant tasks. The Programme Associate reports to the PMU Team Leader. S/he supports the correct implementation of the Programme in close collaboration with the PMU Team (based in both Tunis and Tripoli), and in consultation with relevant AICS and Embassy officials in Tunis and Tripoli.

In particular, the Programme Associate will:

1. Provide overall technical and operational support to the work of the Programme Management Unit (PMU), including the preparation of technical documents and reports;
2. Assist in the preparation and evaluation of tenders for service contracts and calls for proposals for grants, in monitoring the technical implementation of contracts and outsourced services, in the report review/clearance and relevant follow up action, including payment requests;
3. Contribute to partner and stakeholder relationships, including liaison with the EU Delegations/Headquarters, UNDP and UNICEF partners, Programme Governing Bodies, as well as with the concerned Libyan stakeholders at central and local level (e.g. Ministries and municipal authorities);
4. Assist in the interaction between the PMU and (i) implementing partners/service providers, with regards to programmatic and security matters; (ii) Libyan central and local authorities to expedite operations (e.g. custom clearance, approvals, etc.); and (iii) in AICS with regard to administrative, procurement, legal, and financial compliance;
5. Contribute to the development of concepts and innovative approaches to best achieve the expected results;
6. Perform other relevant activities as required.

**Prohibition to engage in other activities:** The selected candidate must not have carried out, during the last three years, any business activity in the country of service, or be in a situation of conflict, even potential, of interests that undermine the impartial exercise of the functions, as provided for in Article 53 of Legislative Decree no. 165 of 2001, referred to in Law No. 190 of 2012 and by the Code of Ethics and Conduct of AICS referred to in point 7 below. The Administration reserves



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the right to verify, under penalty of exclusion, the compliance of what has been declared in this regard by the selected candidate.

## 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 Essential Requirements:

- 2.1.1 Age not exceeding that required by local regulations for retirement at the time of signing the contract (60 years);
- 2.1.2 Medically fit for employment;
- 2.1.3 Bachelor's degree in International Relations, Political and Social Sciences, International Development or related fields of studies (level 7 European Qualification Framework EQF). Other degrees of the same level may be taken into consideration if accompanied by sector-specific experience. Although not a public competition, candidates may make use of the equipollence for admission to public competitions, published on the website the Ministry of Education, University and Research [www.miur.it](http://www.miur.it);
- 2.1.4 At least 3 years of relevant professional experience working with international organizations, governmental and/or non-governmental aid bodies on socio-economic development and/or humanitarian relief projects and programmes;
- 2.1.5 At least 2 years working experience in developing countries with international organizations, governmental and/or non-governmental aid bodies on socio-economic development and/or humanitarian relief projects and programmes;
- 2.1.6 Proficient English user (C1 Level - Common European Framework of Reference);
- 2.1.7 Proficient in written and spoken Italian (C1 Level - Common European Framework of Reference);
- 2.1.8 Proficiency in the use of Microsoft Office applications.
- 2.1.9 Not having sustained, in the three-year period preceding the date of expiry of the notice, an assessment of insufficiency in the assessment of work done/performed in the context of employment contracts signed with AICS offices other than Tunis;

### 2.2 Preferred requirements:

- 2.2.1 Master's degree (University Master, PhD or other Higher Education Courses recognized in the sector of interest) additional to the minimum requirements indicated in point 2.1.1 above;
- 2.2.2 Basic Arabic user (A2 Level - Common European Framework of Reference);
- 2.2.3 Basic French user (A2 Level – Common European Framework of Reference);
- 2.2.4 Previous working experience at the Directorate General for Development Cooperation and / or the Agency Italian for Development Cooperation;



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2.2.5 Similar professional experience carried out in the country indicated in this vacancy notice and/or in fragile states.

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 those experiences.

### 3. HOW TO APPLY

The applications should include:

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

- a. age not exceeding 60 years at the time of signing the contract, as required by local regulations for retirement;
- b. Citizenship;
- c. Being medically fit for employment;
- d. Full enjoyment of political and civil rights;
- e. Absence of convictions for any criminal offence and absence of any pending criminal charge both in Italy and abroad;
- f. Not to have been dismissed, dispensed, declared lapsed or fired from employment in a public administration, both in Italy and abroad;
- g. Not to be subject to compulsory military service;
- h. Not having sustained, in the three-year period preceding the date of expiry of the notice, an assessment of insufficiency in the assessment of work done/performed in the context of employment contracts signed with AICS offices other than Tunis;
- i. To have acquired the academic qualification required by the selection notice;
- j. To have acquired the professional experience required by the selection notice;
- k. To have a written and spoken knowledge of English language, at least level C1 of the Common European Framework of Reference for Languages;
- l. To have a written and spoken knowledge of Italian language, at least level C1 of the Common European Framework of Reference for Languages;
- m. To have knowledge and consistent effective use of the main Microsoft Office applications.



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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. Signed Curriculum vitae in English (Europass format);
3. Signed motivation letter in English;
4. Copy of valid passport.

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](mailto:tunisi@pec.aics.gov.it), cc [segreteria.tunisi@aics.gov.it](mailto:segreteria.tunisi@aics.gov.it) by **11 August 2020 at 24.00 midnight (Central European time)**. The subject of the email must contain the vacancy announcement number **13/AICSTUNISI/2020**.

Please note that only complete applications (including documents 1, 2, 3, and 4) 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

The following will determine exclusion from the selection procedure:

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

#### 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 Office appoints a selection committee composed of three members, who meet the requirements for autonomy and impartiality with respect to the candidates. The



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committee assesses the merits of the applications by assigning a maximum overall score of 100 points according to the following criteria:

### **QUALIFICATIONS (Max 70 points)**

Assessment of education, competences and professional experience, and possession of preferred requirements as indicated in the documentation submitted by the candidate, will be carried out according to the below parameters.

#### **Education - up to 10 points:**

- 7 points for the education qualification requested – ref. 2.1.3
- Up to 3 points: 3 points for Postgraduate diplomas (Level 8 EQF) on Development cooperation related areas or 1 point for each post graduate course (minimum 6 months) related to Development cooperation – ref. 2.2.1

#### **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.2.1.6;
- 3 points for C1, 4 points for levels above C1: Fluency in written and spoken Italian, C1 Level - Common European Framework of Reference – ref.2.1.7;
- 1 point for basic Arabic user (A2 Level - Common European Framework of Reference) - ref. 2.2.2;
- 1 point for basic French user (A2 Level - Common European Framework of Reference – ref.2.2.3.

#### **Assessment of professional experiences – up to 40 points**

- 14 pt for at least 36 months of relevant professional experience working with international organizations, governmental and/or non-governmental aid bodies on socio-economic development and/or humanitarian relief projects and programmes, 2 pt for each semester after 36 months for a max. of 6 pt ref.2.1.4;
- 14 pt for at least 24 months of professional experience in developing countries with international organizations, governmental and/or non-governmental aid bodies on socio-economic development and/or humanitarian relief projects and programmes, 2 pt for each semester after 24 months for a max. of 6 pt ref.2.1.5;

#### **Assessment of preferred requirements – up to 10 points**

- 2 pt for each semester of professional experience at the Directorate General for Cooperation at Development and / or the Italian Agency for Development Cooperation for a maximum of 6 pt – ref.2.2.4;
- 1 pt for each semester of similar professional experience carried out in the country indicated in this vacancy notice and / or in fragile states for a max. of 4 pt ref.2.2.5.



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## **INTERVIEW (Max 30 points)**

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.

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

The interview takes place via video conference (e.g. Skype).

The interview shall be held in the languages indicated in the call for applications and shall assess the applicant's knowledge and experience, his or her ability to carry out the task in question, the language skills required and any other skills deemed necessary to assess the candidate's profile in relation to the post to be filled. The interview notice is sent by e-mail to the address indicated by the candidate at the time of application. Applicants shall not be entitled to reimbursement of any costs incurred in connection with the interview.

A written test may also be requested.

## **Final scoring**

Candidates scoring at least 60 points at the end of the process will be included in the final list of retained candidates, valid for the duration of the Programme.

## **6. RESULTS OF THE SELECTION**

Only the retained candidates will be informed via PEC (Posta Elettronica Certificata) of the results of the selection process.

The candidate with the highest score in the ranking list is offered the position 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 selected candidate or an early termination of the contract, the office reserves the right to appoint another candidate from the ranking list - if the necessary financial resources are available.

In the event of equal scoring, the youngest candidate will be preferred.

The ranking list is published on AICS and AICS Tunis Office websites.

Due to essential service reasons, the candidate with the highest score in the ranking list 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.



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

## **7. PROTECTION OF PRIVACY**

The submission of applications 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 (Italian D.Lgs. 196/2003).

The head of AICS Tunis regional office is responsible in relations to personal data handling.

## **8. SUSPENSION AND PROTECTION CLAUSES**

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