



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. 21/AICSTUNISI/2020

### International Programme Legal/Administrative/Financial Manager (Compliance Officer)

#### Profile: Compliance Officer

**Programme:** Recovery, Stability and socio-economic development in Libya (hereafter referred to as “the Programme”), 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)

#### Applicable regulations:

Law of 11 August 2014 n.125, entitled “Disciplina generale sulla cooperazione internazionale per lo sviluppo”.

The decree of the Italian Ministry of Foreign Affairs (MAECI) of 22 July 2015 n. 113 “Regolamento recante “Statuto dell’Agenzia italiana per la Cooperazione allo Sviluppo” ed in particolare in capo terzo, articolo 11, comma 1, lettera c).

Resolution of the Joint Committee of 19 November 2019 n. 101 “ 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 di cui all’articolo 11 comma 1 lettera c) dello Statuto AICS” .

The **AICS Tunis Regional Office** intends to recruit a **Compliance Officer** of the Programme Management Unit responsible for the implementation of the Italian component of the Programme.

#### PROGRAMME BACKGROUND

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.



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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, livelihood support and awareness raising activities targeting communities and the general public.

## TERMS OF REFERENCE

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

**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 privato 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.

**Duration:** Nine months – including a two -month probation period – with possible extension (including a possible Phase 2), subject to needs, availability of funds and satisfactory performance.

**Expected start date of employment:** January 2021 and/or within one month of the publication of the ranking list.

### 1. KEY FUNCTIONS

#### Compliance Officer

The Compliance Officer (Legal/Administrative/Financial Manager) of the Programme provides support to the AICS Regional Representative with regards to the tasks related to implementation, legal and financial management of the Programme. The Compliance Officer acts as a "Financial Initiator" under the instructions of the AICS Regional Representative, to whom he/she reports to, and in close collaboration with the Team Leader (Technical Coordinator of the Program) and the Administrative Office of AICS Regional Office.

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



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1. Initiate and coordinate administrative and financial processes, to ensure timely and effective delivery of the expected outputs;
2. Fulfil financial reporting and accounting obligations, both external (for the EU) and internal;
3. Initiate and coordinate procurement processes in close collaboration with the Team Leader, including the preparation of tender procedures documentation accompanied by the relative explanatory report – for awards below and above the EU threshold (call for tenders) and the calls for proposals in compliance with the Italian Procurement Law, AICS regulations and the Practical Guide to Contract Procedures for EU External Action (PRAG). Formulate tender specifications (Terms of Reference) in close collaboration with the Team Leader and other technical experts;
4. Provide administrative support to the tender/grant evaluation committees, prepare contracts and grant agreements documents accompanied by an explanatory report, monitor the execution and closure of contracts and grants, and coordinate the preparation of any related documentation, in order to timely identify bottlenecks and advise on possible solutions and necessary adjustments to the budget and workplan;
5. Provide assistance to the AICS Regional Representative in the correct application and interpretation of the European legislation during the implementation of the Programme, and provide advice on the application and interpretation of Italian and European Law, acting preventively in order to identify and address any conflicting stipulations and in order to avoid conflict between the relevant European and Italian legislation and the local legislation ;
6. Act as the focal contact point for all financial and administrative issues, and in collaboration with the Programme Officer, and organise information sessions of procedural and financial nature during the competitive phase for companies/consultants/beneficiaries of grant contracts, as well as trainings for consultants and grant beneficiaries, particularly the INGOs partners, on administrative and financial procedures;
7. Support AICS Regional Representative during internal and external audit/evaluation missions, in collaboration with the Team Leader and in consultation with the relevant AICS and Embassy officials in Tripoli;
8. In collaboration with the Administrative Office of AICS Tunis Regional Office, ensure maximum publicity the annual publication of the list of beneficiaries and suppliers on the institutional website and on the program website;
9. In collaboration with the Administrative Office of AICS Tunis Regional Office, ensure maximum publicity of the tender documents on the institutional website and on the program website;
10. Interact with companies / consultants / grant beneficiaries for matters within competence; and in close consultation with the Administrative office of the AICS Regional Office, interact with the EU delegation for matters within competence;
11. Perform other duties 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



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the Code of Ethics and Conduct of AICS referred to in point 7 below. The Administration reserves the right to verify, under penalty of exclusion, the compliance of what has been declared in this regard by the selected candidate.

## 2. REQUIREMENTS

### 2.1 Essential Requirements:

Candidates will be considered eligible for selection on the basis of the following **essential requirements**, to be fulfilled by the deadline for applications:

- 2.1.1 Age not exceeding (at the time of signing the contract) that required for retirement by local regulations (60 years), or by Italian regulations (ref. Law 398/87) ) for candidates subject to the Italian social security system(67 years);
- 2.1.2 Medically fit for employment;
- 2.1.3 Bachelor's degree in Public Administration, Law, Economics, Political Science or similar field of study (level 6 European Qualification Framework EQF). Other degrees (level 6 or 5 European Qualification Framework EQF) may be accepted when matched with highly qualified professional experiences in the humanitarian and/or development sector;
- 2.1.4 At least 10 years of relevant professional experience working with international organizations, governmental and/or non-governmental aid bodies in a Legal / Procurement / Finance and Administrative position;
- 2.1.5 At least 3 years working experience managing grant and tender processes, and thorough knowledge of rules regulations and procedures in use by the EU (e.g. reporting obligations; PRAG/Grant) in developing countries with international organizations, governmental and/or non-governmental;
- 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:

The following will constitute the preferred qualification for the position:



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- 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 2.1.3 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;
- 2.2.5 Previous experience managing EU-funded projects, grant and tender processes, and knowledge of rules, regulations and procedures in use by the EU (e.g. reporting obligations; PRAG) 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 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 (at the time of signing the contract) that required for retirement by local regulations (60 years), or by Italian regulations (ref. Law 398/87) for candidates subject to the Italian social security system (67 years);
- 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;



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- 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.

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 applications should also include:

2. Signed Curriculum vitae in English (Europass format) specifying the exact month and year of start and end of each experience, as well as indicating the total months for each experience;
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 **09 November 2020 at 24.00 midnight (Central European time)**. The subject of the email must contain the vacancy announcement number **21/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;



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## 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 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:

- 6 points for the education qualification requested – ref. 2.1.3
- 2 points for each preferred qualification for a max. 4 points - 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 points for at least 120 months of relevant professional experience working with international organizations, governmental and/or non-governmental aid bodies in Legal /Procurement / Finance and Administrative position, 2 points for each semester after 120 months for a max. of 6 points - ref.2.1.4;
- 14 points for at least 36 months of professional experience in developing countries with international organizations, governmental and/or non -governmental aid bodies in grant management and tender processes, as well as in application of rules, regulations and procedures in use by the EU (e.g. reporting obligations; PRAG/Grant), 2 points for each semester after 36 months for a max. of 6 points - ref.2.1.5;



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

- 2 points 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 points – ref.2.2.4;
- 1 points for each semester of previous experience managing EU-funded projects, grant and tender processes, and knowledge of rules, regulations and procedures in use by the EU (e.g. reporting obligations; PRAG) in fragile countries for a maximum of 4 points – ref.2.2.5;

### 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.





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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.

## **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

The head of AICS Tunis regional office is responsible in relation 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.