



“Recovery, Stability and Socio-Economic Development
in Libya (RSSD) - “*Baladiyati*” Programme – Phase 2”
T05-EUTF-NOA-LY-13 (T05.1849)
CUP H99J21003980006



PROFESSIONAL VACANCY ANNOUNCEMENT NO. 10/AICSTUNISI/2021

International Administration/Procurement Officer

Profile: Administration/Procurement Officer

Programme: “Recovery, Stability and Socio-Economic Development in Libya / Baladiyati – Phase 2 (RSSD 2/Baladiyati 2)”- T05-EUTF-NOA-LY-13 (T05.149) (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:

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

The Italian Ministry of Foreign Affairs and International Cooperation (MAECI) decree dated 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 Italian Cooperation Joint Committee dated 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”.

Determination of the Director of the Italian Agency Development Cooperation number 28/2021 of 05 February 2021.

The AICS Tunis Regional Office intends to recruit an **Administration/Procurement Officer** for the Programme Management Unit (PMU) responsible for the implementation of the Italian component of the Programme.

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PROGRAMME BACKGROUND

In the selected municipalities the Action will improve living conditions for the most vulnerable local communities, including migrants, and refugees, in an inclusive and conflict-sensitive manner by enhancing access to basic and social services. Moreover, it will tackle lower economic development, social cohesion and community security specifically affecting southern Libya. The Action will therefore aim at supporting activities that can respond to immediate needs at the local level, while also laying the groundwork for longer-term, more sustainable programmes.

Within the framework of the EU Action, the AICS Programme aims at improving capacity to deliver basic services at the municipal level in the Education, WASH and renewable energy sectors, through light rehabilitation of service facilities (i.e., works, equipment and supply provisions), institutional capacity building and awareness raising activities targeting communities and the general public. Moreover, the Programme will focus on agricultural livelihoods and decent job creation (agro-food activities) at the local level. The intervention logic relies on strategic communication to ensure adequate visibility to programme activities, results, and achievements, sharing information with targeted (local, national and international) audiences in a timely and effective manner and promoting the commitment of all stakeholders. Finally, the PMU is responsible for the coordination and support to the EU Action Governing Bodies.

The Programme has a 36-month duration.

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 the Determination of the Director of the Italian Agency Development Cooperation number 28/2021 of 05 February 2021. The salary and benefits 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.

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The gross annual salary is EUR 39.619 per year (Taking into account the degree of specificity of the RSSD “Baladiyati” phase 2 project, with a budget of 16 million Euros, and taking into account the high degree of responsibility, AICS has determined an increase of 10% on the gross annual salary foreseen for the figure “Expert Administration - Procurement” with professional experience of at least 5 years) + Country adjustment + benefits for Tunis duty station. In case of relocation to Tripoli/Libya, the country adjustment/quality of living allowance and risk allowance will be adjusted in accordance with AICS salary scale.

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

Expected start date of employment: December 2021 /January 2022

1. KEY FUNCTIONS

Under the overall supervision of AICS Regional Representative in Tunis, the International Administration/Procurement Officer of the Programme reports to the Compliance Officer. The Administrative/Procurement Officer, support the Compliance Officer in all Administrative tasks. S/he supports the Team Leader and the Compliance Officer of the PMU in the coordination of the tasks related to administrative and procurement procedures, budget execution and financial management of the Programme in order to carry out the required activities and achieve the expected results.

S/he deputizes the PMU Compliance Officer in his/her absence.

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

1. Contribute to expedite RSSD operations, the administrative and procurement procedures according to AICS policies/guidelines, and PRAG relevant requirements. This includes the preparation of dossiers and launch of the Calls for Proposals for grants, sub-delegation agreements and other competitive tenders for service and other contracts;
2. Support the Administration department in the following tasks: registration of inbound and outbound flows, the accounting and payment of expenditure, financial monitoring of

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- expenditure trends and reporting, currency movements, and contract registration, in the dedicated accounting system(s) and elaborates related reports;
3. Assist in procurement activities covering the pre-award, award (evaluation of bids), and post award phases, such as: prepare the dossier, review and verify technical specifications, launch the selection procedure, conduct relevant market research, manage the award procedure, handle vendor’s vetting, contract management and contract administration, prepare contracts and purchase orders;
 4. Follow up with grant beneficiaries, suppliers and contractors to ensure timely and effective supply and delivery of goods, services and works, informing all relevant stakeholders;
 5. Monitor the financial performance of procurement contracts, grant agreements and sub-delegation agreements, assist grant beneficiaries in their expenditure reporting processes and verify expenditure;
 6. Assist with payment procedures and requests for payment with regards to procurement and grant contracts signed by the AICS Regional Representative;
 7. Contribute to RSSD financial reporting and support the Compliance Officer in any other financial reporting task and during the Audit procedures (internal and external);
 8. 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 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:

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- 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) or in another field accompanied by proven experience in the sector as specified in the vacancy announcement of at least 5 years working experience *in addition* to those provided for in the following point 2.1.4;
- 2.1.4 At least 4 years of relevant professional experience working with international organizations, governmental and/or non-governmental aid bodies in a Legal / Procurement / Finance and Administration position;
- 2.1.5 At least 3 years working experience with grants and tenders, and thorough knowledge of rules, regulations and procedures in use by the EU (e.g., reporting obligations; PRAG) 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, accounting and video-conferencing software.
- 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.

The requirements set out in this article must be fulfilled throughout the duration of the contract.

2.2 Preferred requirements:

The following will constitute the preferred qualification for the position:

- 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 (DGCS) and / or the Agency Italian for Development Cooperation (AICS);

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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 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;

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.

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The applications should also include:

2. Signed and dated Curriculum vitae in English (Europass format), including authorisation to process personal data, specifying the exact month and year of start and end of each work experience, as well as indicating the total months for each experience.
3. Signed and dated 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, cc segreteria.tunisi@aics.gov.it by **14th November 2021 at 24.00 midnight (Central European time)**. The subject of the email must contain the vacancy announcement number **10/AICSTUNISI/2021**.

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 and in a modality other than that provided for in this announcement;
- c) Application documents not signed.

5. EVALUATION OF APPLICATIONS

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Once the terms of validity of the notice have elapsed, the AICS Tunis Regional Representative 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 Tunis Regional Representative 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:

- 2 points for a university degree in addition to the essential one foreseen in the announcement and relevant to the field of interest;
- 2 points for a 1st level Master's degree;
- 3 points for a 2nd level Master's degree;
- 5 points for a PhD;

Language skills - up to 10 points:

- 4 points for knowledge of written and oral English language at C2 (Common European Framework of Reference);
- 2 points for knowledge of written and oral Italian language at C2 (Common European Framework of Reference);
- 2 points for knowledge of written and oral Arabic language at B1 (Common European Framework of Reference) or any additional level);
- 2 points for knowledge of written and oral French language at B1 (Common European Framework of Reference) or any additional level).

Assessment of professional experiences – up to 40 points

- Maximum 20 points: 12 points for at least 48 months of relevant professional experience working with international organizations, governmental and/or non-governmental aid bodies in Legal



/Procurement / Finance and Administration position, 1 point for each semester after 48 months for a max. of 8 points.;

- Maximum 20 points: 12 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), 1 point for each semester after 36 months for a max. of 8 points.

Assessment of preferred requirements – up to 10 points

- 1 point 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 4 points;
- 1 point 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 6 points;

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 invited for an interview, after which a maximum score of 30 points is awarded. The interview shall take place at AICS Tunis Regional Office or via video conference (e.g., Teams, Skype, ZOOM) in the case of candidates who are unable to be in Tunis. The interview takes place via video conference (e.g., Teams, Skype, ZOOM).

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 tasks in question, the language 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.

Applicants are not entitled to receive any reimbursement for any expenses incurred in attending 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 18 points and a total of not less than 60% of the maximum mark (60 out of 100).

A written test may also be requested.

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6. RESULTS OF THE SELECTION

The candidate with the highest score in the ranking list is offered the position via PEC. The ranking list remains valid for the duration of the Programme. 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.

In the employment contract stipulated between AICS Tunis Regional Office and the person selected after the selection process completion, it is possible for the parties to terminate the contract in the presence of a just cause, i.e. a fact of such seriousness as not to allow the continuation, even provisional, of the employment relationship.

In any event, the employee may terminate the employment relationship by giving one months' notice.

The employment contract must mandatorily provide for the commitment of the employee to subscribe to the Code of Conduct and Ethics for staff employed by the Italian Development Cooperation Agency pursuant to art. 11, paragraph 1, letter c) of Ministerial Decree no. 113 of 22 July 2015.

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.



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8. SUSPENSION AND PROTECTION CLAUSES

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

9. PUBLICITY

This selection notice is published on AICS websites (HQ and AICS Tunis Regional Office). The notice is also published on the most relevant job search sites in the sector.

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