

VACANCY ANNOUNCEMENT 02PSNI11816

SUPPORT FOR THE IMPROVEMENT OF NURSING IN 3 GOVERNORATES IN EGYPT

A cooperation project between the University of Sassari, Italy, and the Ministry of Health and Population, Egypt, supported by the Italian Ministry of Foreign Affairs and International Cooperation (code AID 011816)

PROFESSIONAL VACANCY ANNOUNCEMENT 1 DRIVER– ISMAILIA GOVERNORATE

The Project SUPPORT FOR THE IMPROVEMENT OF NURSING IN 3 GOVERNORATES IN EGYPT recruits 1 Driver according to the specifications detailed below.

Deadline for submission the CV: **15TH of November 2019**

Contract duration: 12 months with possibility of renewal up to the end of the Programme (maximum 36 months)

Expected start of employment: at the end of the selection process and upon signature of the Implementing Agreement from MoHP.

Duty station: Ismailia

Remuneration: will depend upon qualifications and experience of the selected candidate up to a maximum of approximately 9000 EGP per month.

Project description

The Project is a Health Technical education and vocational training and its aim is to assist Ismailia Technical Institute to become center of excellence and national reference for the training of appropriately qualified nursing staff. As such, the Program will support both institute on the training of trainers according to international trainers' standards, on implementing the activities as a Center for Continuous Education and on the development of applied research activities related to health priorities.

1. KEY FUNCTIONS

The driver will be based in Ismailia and will be responsible of transportation of staff and guest, car maintenance under direct guidance of the Italian technical advisor and with the supervision of the project Coordinator.

Duties:

- Drive office vehicle for the transport of authorized personnel;
- drive official staff in case of field mission or official visits;
- Deliver and collect mails, documents and other items, as required related to logistics issue;

- Carry out the day-to-day maintenance of the assigned vehicle, check oil, water, battery, brakes, tires, etc., Perform minor repairs and arrange for other repairs, to ensure that the vehicle is kept clean;
- Manage logistics of official trips, daily mileage, gas consumption, oil changes, greasing, etc.;

2. REQUIREMENTS

Education:

Driving License C

Language English and Arabic languages (writing, speaking and reading).

Experience and competences:

- Previous experience (References)
- Excellent communication and organizational skills;
- Time management, attention to details and high level of accuracy, initiative, integrity and adaptability are essential.

The following requirements will also be taken into consideration in the selection process:

- Previous work experience with international projects, NGOs, etc.;

3. EVALUATION OF APPLICATIONS

An evaluation committee nominated by the Project will conduct the selection procedure.

The candidate will be evaluated according to the following criteria:

Education, experience, competencies and preferred requirements.

Verification of the possession of the essential and preferred requirements according to the documentation presented by the candidate.

Candidates scoring at least 50 points will be included in the shortlist and will be selected for an interview.

Interview (Max 30 points)

The interview will be carried out through audio/video connection (e.g. Skype) or at the premises of the Italian Cooperation Office located at 4th floor, 1081 Corniche El-Nil, Garden City, Cairo.

No reimbursement is provided for candidates travelling to Cairo for the interview.

Youngest candidates will be preferred in case of a final equal score.

4. HOW TO APPLY

The submission of the job application duly signed will indicate the number of the vacancy announcement, and should include:

- a. Surname, name, date and place of birth.
- b. Residence.
- c. Citizenship.
- d. Declaration of absence of conviction in any criminal offence or under any criminal proceeding pending.
- e. Declaration of no involvement in current legal or penal action for crimes against Public Administration.

Any false declaration will incur on penal sanctions according to the article 76 of Italian D.P.R. 28.12.2000, n. 445.

The application should also include:

1. Cover letter in English (max one page).
2. Copy of valid ID document.
3. Curriculum vitae in English.

The signed application and all attachments sent within and not beyond 12:00 pm (Egypt Local Time) of the 15th of November 2019 to the following email addresses:

- Mrs. Susanna Padrini Susanna.padrini@aics.gov.it
- Prof. Piero Cappuccinelli pcappuc@gmail.com

We encourage applicants to submit the application well before the deadline date. The subject of the email must contain the vacancy announcement number. The applicant must communicate any variation occurred after the presentation of the application to this vacancy. Please be aware that the application's attachments must not exceed 9MB in size and that applicant will receive a confirmation email of the received application. In case applicants will not receive the confirmation email, it will be their responsibility to contact the above-mentioned emails and request the confirmation.

5. EXCLUSION FROM SELECTION PROCEDURES

Applications containing the following defects will not be considered:

- a) Applications made without having all requirements described in this announcement

- b) Application not signed
- c) Application received after the deadline stated in this announcement

6. RESULTS OF THE SELECTION

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

7. PROTECTION OF PRIVACY

The candidates will give their unambiguous consent to the use of their personal data for the purpose of this selection process

8. PROTECTION CLAUSE

At any stage the Italian coordinator of the Project has the right, at its own discretion, to terminate the selection procedure of the present vacancy announcement.