

**Programme “Restorative approach to Juvenile Justice:
Socio-educative Models of Reintegration and
Alternative Measures to Detention”**

PROFESSIONAL VACANCY ANNOUNCEMENT N. 05/EG/CAIRO/2020

PROJECT ASSISTANT

1. General Information

Title: Project Assistant

Location: Cairo, Egypt

Duration of assignment: 12 months renewable

Initial date: October 2020

Notification of short listed candidates: October 2020

Contracting Authority: Italian Agency for Development Cooperation AICS – Cairo

2. Introduction

The initiative aims at contributing to enhance the living conditions of children and adolescents in conflict with the law through the application of the UN Child Rights Convention and the Egyptian Child Law. The action focuses on promoting the use of alternative measures to detention, diversion and restorative justice and the social/education reintegration programmes for children who are held in care institutions.

The initiative foresees three results, which will involve all the national authorities of the Juvenile Justice System, in particular the Egyptian Ministry of Social Solidarity and the Public Prosecution Office.

3. Duties and responsibilities

The Project Assistant will assist the Project Management Unit (PMU) that supports the implementation of the Programme within the Ministry of Social Solidarity. He/she will be in charge of all project support tasks, including procurement, administrative, secretarial aspects. He/she will report to the Project Manager. Given the sensitive nature of the work of the Cooperation, discretion and confidentiality is essential.

He/she will be directly responsible of:

- Reviewing and analysing official project documents
- Translating official documents Arabic/English
- Providing Arabic/English interpretation during meetings and field visits.
- Taking, typing and distributing minutes of meetings when required;
- Ensuring appropriate communication with project partners and stakeholders.
- Setting up and maintaining document management systems and databases, ensuring all important reports, invoices, and contracts are well maintained;
- Maintaining schedules and calendars;
- Planning in-office or off-site activities, organising and coordinating appointments, meetings, conferences, travel and other logistical arrangements;
- Supporting the administrative office in carrying out project purchases and coordinating procurement, maintaining the project's accounting system, monitoring and ensuring that expenditure of project funding is made in accordance with the required procedures;
- Assists in organizing meetings, workshops, and conferences;
- Performing any other duty when required.

4. Requirements

Egyptian nationality.

➤ Education skills

University degree

➤ Language skills

Native level of Arabic

Good command of English, both written and spoken.

➤ Experiences and competences

- Experience in project support on international funded projects;
- Proficient in digital skills, including Microsoft programs, spread sheets, Email (Outlook) and Internet;
- Proactive attitude and excellent problem-solving skills;
- Accuracy and attention to detail;
- Commitment to maintaining confidentiality and adhering to company ethical norms;
- Efficient planning and time management skills, including the ability to prioritise and meet deadlines;

Will be additionally considered the following **preferred requirements**:

- *Language skills*

Excellent command of both Egyptian dialect and *Fusha* (10 points)

Excellent verbal and written English communication skills (C1 7 points/ C2 level: 10 points);

Knowledge of Italian language (A1/A2 level 3 points/B1/B2 level 4 points/C1/C2 level 5 points)

- *Educational*
University's degree in Accounting, Business Administration, Arabic Language and Literature or similar fields of study (15 points)
- *Professional competences*
Professional experience in project assistance positions, possibly in the framework of development programmes (10 points)
Work experience with DGCS/MAECI e/o AICS (Max: 10 points)
Relevant experience in elaborating/translating documents in classical Arabic (5 points)
Knowledge of administrative and accounting regulation and procedures (5 points).

5. Evaluation of Applications

The selection will be conducted by an evaluation commission composed by the representatives of the Italian Agency for Development Cooperation in Cairo, according to the following criteria:

➤ **Education, experience, competences and preferred requirements (Max 70 points)**

Verification of the possession of the essential and preferred requirements according to the documentation presented by the candidates, with particular reference to the academic titles obtained and the professional experience gained.

Candidates scoring at least 42 points will be included in the shortlisted and will be invited for an interview.

➤ **Interview (Max 30 points)**

The interview will be carried out at the premises of the Italian Agency for Development Cooperation in Cairo, or if not possible, through an audio/video connection (e.g. Skype). No reimbursement will be granted to those travelling to Egypt for the interview. Youngest candidates will be preferred in case of a final equal score.

6. How to apply

The application should include:

1. A motivation letter (max. one page) explaining the main reasons of applying for this position;
2. A Curriculum Vitae in English signed by the applicant;
3. Copy of a valid ID/passport;
4. A European Language Passport signed by the applicant.

The applicant should also provide a telephone number and an email address for communications. The deadline for submitting the application is 14/10/2020 at 23:59 (Cairo time).

Applications must be sent to the following email address: segreteria.ilcairo@aics.gov.it

We encourage applicants to submit the application well before the deadline date. The subject of the email must contain the vacancy announcement name.

7. Exclusion from the selection procedures

Applications containing the following defects will be not considered:

1. Applications not completed and/or missing all requirements described in the announcements;
2. Applications received after the deadline stated in this announcement;

8. Results of the selection

The short-listed candidates will be informed of the result of the selection process by October 2020 and the interview process will take place during the month of October 2020.

9. Protection of Privacy

The candidates will give their unambiguous consent to the use of their personal data for the purpose of this selection process (Italian d. lgs. n.33/2013) writing in the signed curriculum the following statement “I give my unambiguous consent to the use of my personal data for the purpose of this selection process (Italian D.Lgs. n. 33/ 2013)”.

10. Safeguard clause

The AICS reserves the right to revoke the announcement for serious reasons, discretionally evaluated. The AICS Cairo office reserves the right not to proceed with the assignment due to the lack of candidates' adequate requirements or the availability of financial resources.