



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

PROFESSIONAL VACANCY ANNOUNCEMENT N. 06/EG/CAIRO/2020

DRIVER

1. General Information

Title: Driver

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.

Expected start of employment: at the end of the selection process (ideally october/november).

Duty station: Cairo, with expected duty travel in the national areas of intervention.

Remuneration: will depend upon qualifications and experience of the selected candidate.

Job definition: To provide secure and timely driving services to transport passengers and/or goods/documents, service vehicle maintenance management. Assist with postage and purchases. Act as a backup for the Receptionist, assist with meeting room re-arrangement for various meetings/events and perform occasional handyman jobs inside the Office. The role will require strong driving and logistical skills, as well as flexibility and a willingness to work evenings and weekends as required. Given the sensitive nature of the work of the Cooperation, discretion and confidentiality is essential.

The Driver will have to report to the Programme Manager.

1. KEY FUNCTIONS

In particular, the Driver will be directly responsible:

- To drive office vehicles for the transport of authorized personnel; to meet official personnel at the airport or as assigned;
- To support the administration section as messenger by assisting with delivering and collecting documents and other items;
- To support the administration section by conducting cash purchases for office expenditure, as required;
- Using navigation apps to determine the best route;
- Update monthly mileage record;
- To determine when and what kind of maintenance the vehicle needs, keep track of general maintenance; to carry out the day-to-day maintenance of the assigned vehicle, check oil, water, battery, brakes, tires, etc., to perform minor repairs and arranges for other repairs, to ensure that the vehicle is kept clean, both inside and outside;
- To manage logistics of official trips, daily mileage, gas consumption, oil changes, greasing, etc.;
- To ensure that the steps required by national rules and regulations are taken (schedule annual vehicle examination; insurance, etc.);
- To perform other duties, as required (occasional handyman jobs in the Office, such as hanging pictures, small office repairs, logistics jobs).

2. ESSENTIAL REQUIREMENTS

Education:

- Minimum a high school diploma;
- Driver's license (private).

Experience and competences:

- Native Arabic speaker;
- Safe driving record;
- Familiarity with GPS devices;
- Skills in minor vehicle repair;
- Ability to lift heavy packages and luggage;

- Availability to occasionally take weekend and night shifts.

2.1 PREFERRED REQUIREMENTS

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

- University Degree (15 points);
- Good communication skills (15 points: Knowledge of English language [10 points] or other language other than Arabic [5 points]);
- Knowledge of area roads and neighborhoods (10 points);
- Skills in purchasing procedures (5points)
- Basic computer skills, preferably familiar with the Office Suite (Word, Excel, etc) (10 points);
- A polite and professional disposition; a flexible attitude, good judgement and the ability to work effectively as part of a team; ability to remain calm in stressful driving situations (e.g. at rush hour) (15 points).

3. 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.

➤ How to apply

The application should include:

1. A motivation letter (max. one page) in English 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. Copy of a valid driving licence;

5. 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.

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;

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.

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)".

Safeguard clause

The AICS Office in Cairo reserves the right to revoke the announcement for serious reasons, discretely 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.