



Programme “Technical support for delegated cooperation initiatives in Egypt”

PROFESSIONAL VACANCY ANNOUNCEMENT N.08/EG/CAIRO/2020 FINANCIAL & ADMINISTRATIVE EXPERT

1. General Information

Title: FINANCIAL & ADMINISTRATIVE EXPERT

Location: Cairo, Egypt

Duration of assignment: 12 months renewable

Initial date: February / March 2021

Notification of short listed candidates: December 2020 / January 2021

Contracting Authority: Italian Agency for Development Cooperation AICS – Cairo

2. Introduction

Currently, in the portfolio of the Italian Cooperation there are two delegated cooperation programs. The first is the "EU Joint Rural Development Program (EU-JRDP)", funded by the European Union for a value of approximately 22 million euros and implemented by MAECI-DGCS in three Governorates (Minia, Fayoum and Mersa Matruh) which has administrative ownership, with technical support from the AICS headquarters in Cairo. The second is in the approval phase, with the title “Multi-Educational Program for Employment Promotion, in Migration-Affected Areas - MEPEP”. This is an initiative lasting 36 months for an estimated value of 6 million euros, which is part of the actions of the Program "Enhancing the response to the challenges of migration in Egypt" (ERMCE) of the Emergency Trust Fund of the European Union for stability and the fight against the root causes of irregular migration and the phenomenon of displaced persons in Africa (the so-called Valletta Trust Fund). The third Initiative “ EU-Zira3a- EU Integrated Rural Development Programme for Egypt” is in pipelines and expected to start during 2021, the Initiative is financed by the EU for an amount of Euro 24 Million and focus on improving and enhancing the socio-economic situation of the rural communities in Assiut, Sohag, and Damietta Governorates.

In particular, the management of the financial and administrative aspects of the MEPEP program and of the future delegated cooperation programs determines the need for the AICS of Cairo to have human resources capable of guaranteeing the correct implementation of the various activities from an administrative, legal and procedural. In particular, the specific reporting to the European administration determines the need to make use of specific skills able to fulfil these commitments professionally and on schedule.

The "Technical support for delegated cooperation initiatives in Egypt" program is therefore necessary to guarantee qualified technical assistance to the AICS offices and to the Italian diplomatic representations in Egypt for the management of the interventions financed through the delegated cooperation of the Union European. The possibility of having specialized human resources will also make it possible to promote the work of the Italian Cooperation in the areas of intervention in terms of visibility and communication.

3. Duties and responsibilities

In accordance with the foregoing, a Financial and Administrative Expert is required to support and assist the Coordinator (EU portfolio in Egypt), to ensure the correct execution of the administrative procedures of reference of the delegated cooperation initiatives. Given the sensitive nature of the work of the Cooperation, discretion and confidentiality is essential.

Under the supervision of the Coordinator (EU portfolio in Egypt), he/she will be responsible of:

- Assistance in verifying the correct execution of the administrative procedures of reference of the delegated cooperation initiatives.
- Assistance in the verification of tender documents for the acquisition of goods, services and civil works, the launch of tenders, the evaluation of offers, the awarding, the drafting of contracts and the performance of the contracted companies.
- Assistance in the drafting of the reference forms as required by the procedures of the Italian Cooperation and the European Commission, in particular tender specifications, minutes and progress reports;
- Assistance in budget control, verification and reporting;
- Assisting in the process of implementation of European procedures and their harmonization with local regulations;
- Entry of financial data in accounting system;
- Checking the completeness, reliability and consistency of the action plan and the time schedule of activities with the financial plan;
- Assisting the AICS office in Cairo in managing administrative procedures;
- Carrying out any other relevant activity requested by the Coordinator and AICS Director in Cairo.

4. Requirements

4.1. Essential

1. Education skills

Bachelor's University degree in Accounting, Finance, Business Administration or similar field of studies. Other degrees will be considered when matched with highly qualified professional experience in the sector of intervention.

2. Language skills

English both written and spoken (C1 European level).

3. Experience and competences

- a. Minimum 5 years of relevant professional experience (post-graduation) in the administrative and financial sectors in the framework of development programmes.
- b. Solid experience in budgeting, planning and reporting on international funded projects of at least 3 years.
- c. Experience in the management of Italian and/or European procurement procedures of at least 3 years.
- d. Proficient in using computers including Microsoft programs, spreadsheet, Email (outlook) and internet.

4.2. Preferential

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

- a) Working experience in financial database (ex. GECCO) of at least 2 years.
- b) Postgraduate courses and academic qualifications that have specific relevance to the functions to be performed under this assignment.

- c) Proficiency of Arabic language.
- d) Knowledge of Italian language.

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)

1. Education (5 Points) for only related to the assignment, to be counted as follows:

Master Degree 3 points (above Bachelor Degree).

Ph.D. Degree 2 points.

2. Languages (15 Points):

English Language C2 level 5 points.

Arabic Language: C1 level, 5 points.

Italian language: B1 level, 5 points.

3. Experiences (50 Points):

- Two points for each semester above what has been required in point 4.1.3.a – for a maximum of 20 points.
- Two points for each semester above what has been required in point 4.1.3.b – for a maximum of 15 points.
- Two points for each semester above what has been required in point 4.2.a – for a maximum of 10 points.
- Two points for each semester above what has been required in point 4.3.c – for a maximum of 5 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. Signed and dated legal binding statement (here annexed as appendix 1).
2. A motivation letter (max. one page) explaining the main reasons of applying for this position;
3. A Curriculum Vitae in English signed by the applicant;
4. Copy of a valid ID/passport.

The applicant should also provide a telephone number and an email address for communications. The deadline for submitting the application is 30/11/2020 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 December 2020 and the interview process will take place during the month of December 2020 / January 2021.

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.

Appendix 1 - LEGALLY BINDING STATEMENT (ART. 46 ITALIAN DPR N. 445/2000)

i. Surname:

ii. Name:

iii. Date and Place of birth:

iv. Residence:

v. Citizenship:

vi. **Only for Italian citizen** Municipality where the applicant is registered for the electoral roll:

vii. Absence of conviction in any criminal offence or under any criminal proceeding pending:

YES NO

viii.: No involvement in current legal or penal action for crimes against Public Administration:

YES NO

ix. Fully possession of political and civil rights.

YES NO

x. Not having being dismissed for fault from employment by a Public Administration Office:

YES NO

xi. Studies Certificate:

Date of issue:

Academic Institution:

(Signature)

(Date and place)

ANY FALSE DECLARATION WILL INCUR ON PENAL SANCTION ACCORDING TO ART. 76 OF ITALIAN DPR 445/2000 AND WILL EXCLUDE THE CANDIDATE FROM THE PROCEDURE OF SELECTION OR THE JOB ASSIGNMENT.