

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

PROFESSIONAL VACANCY ANNOUNCEMENT N.04/EG/CAIRO/2021

HEAD OF JUVENILE JUSTICE COORDINATION UNIT

1. General Information

Title: HEAD JUVENILE JUSTICE COORDINATION UNIT

Location: Cairo, Egypt

Duration of assignment: 12 months renewable

Initial date: March 2021

Notification of short listed candidates: March 2021

Contracting Authority: Italian Agency for Development Cooperation AICS – Cairo

2. Introduction

The Italian Ministry of Foreign Affairs and International Cooperation - Directorate General for Development Cooperation, through the Italian Agency for Development Cooperation (AICS) have agreed to fund the programme entitled Restorative approach to Juvenile Justice: Socio - educative Models of Reintegration and Alternative Measures to Detention implemented by UNICEF, UNODC and AICS.

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 Child Justice System. The third result will be implemented directly by AICS jointly with MoSS. It aims at providing technical assistance to consolidate the MoSS operational capacity and to promote the inter-institutional coordination of the Child justice system. This will be achieved through the establishment of a Child Justice Coordination Unit within the MoSS.

3. Duties and responsibilities

The selected candidate will be in charge of the Child Justice Coordination Unit that will be established within the Ministry of Social Solidarity (MoSS).

The unit will be responsible for strengthening the management, implementation and monitoring of services provided by MoSS in executing either detention sentences or alternative/diversion measures.

The Unit will be in charge to provide targeted technical support and assists the Ministry in the design and implementation of sectoral strategies and priority reforms and to promote inter-institutional coordination mechanisms, which will work to improve the coordination among the different key actors, both at policy and operative level.

Head of Unit will report to the MoSS Supervisor to present it to her Excellency, the Minister.

➤ He/she will be directly responsible of:

- Support and drafting the Unit term of reference and work plan.
- Promote sectoral strategies and priority reforms supported by evidence-based analysis and according the Child law and the international standards in the field of Child justice;
- Technical review of directive, guidelines, internal organization modalities, policy legal drafts, standard operational procedures and manuals of the child justice system;
- Ensure constant coordination among all the internal MoSS offices.
- Promote training staff courses according the new directives ;
- Establish supervision, control and evaluation mechanism of the Child Justice;
- Creating and maintaining relations with local authorities, voluntary organisations and all relevant stakeholders;
- Promote the institutional dialogue and establish a interinstitutional coordination mechanism among all relevant external stakeholders, including other Ministries, institutions and local communities;
- Initiate partnerships and negotiate agreements with relevant stakeholders in order to promote restorative justice and improve reintegration and rehabilitation services;
- Ensuring compliance with project procedures and goals;
- Coordinate with the Central departments of Social Care
- Coordinate with the Head of the project for the proper implementation of project activities and reports the Supervisor of the Unit;
- Present reports and statistics regards the achievements of the unit each quarter to both the MOSS Supervisor and the Head of the project.
- Performing any other duty when required;

4. Essential Requirements

4.1 Education skills

At least Bachelor's degree in Law, Criminology, Sociology, Psychology, Social Work or similar fields of study.

4.2 Language skills

Native level of Arabic.

Excellent command of English, both written and spoken (C1 European level).

4.3 Experiences and competences

- a. Minimum 8 years of relevant professional experience in the field of social protection in Egypt;
- b. Experience in preparation reform proposal, policy legal drafts, guidelines, procedures or

- similar activities;
- c. Proficient in digital skills, including Microsoft programs, spread sheets, Email (Outlook) and Internet;

5 Preferred requirements

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

- *Language skills*
Excellent verbal and written English communication skills (C1 7 points/ C2 level: 10 points).
- *Educational*
Postgraduate courses and academic qualifications that have specific relevance to the functions to be performed under this assignment (5 points)
Relevant publications on the sector (5 points).
Training courses in restorative and/u child justice (5 points).
- *Professional competences*
Relevant professional experience in the framework of child justice programmes (20 points);
Relevant professional experience in preparation of reform proposals, policy legal drafts, guidelines, standard operational procedures, etc. (20 points);
Previous work experience with MoSS o with the Egyptian child justice system institution/organizations (Max: 5 points).

6 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, MoSS, UNICEF, UNICEF according to the following criteria:

6.1 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.

6.2 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.

7 How to apply

The application should include:

- 7.1 A motivation letter (max. one page) explaining the main reasons of applying for this position;
- 7.2 A Curriculum Vitae in English **signed by the applicant. The CV must include the unambiguous consent to the use of their personal data for the purpose of this selection according to the article 9 and a language self assessments grids on the base of the levels defined in the *Common European Framework of Reference for Languages (here an example of self-assessment grid annexed as appendix 1).***
- 7.3 Copy of a valid ID/passport;
- 7.4 Signed and dated legal binding statement (here annexed as appendix 2).

The applicant should also provide a telephone number and an email address for communications. The deadline for submitting the application is 14/03/2021 at 23:59 (Cairo time). Applications must be sent to the following email address:

roberto.simoncelli@aics.gov.it
mohamedelaswany94@gmail.com

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

8. Exclusion from the selection procedures

Applications containing the following defects will be not considered:

- 8.1 Applications not completed and/or missing all requirements described in the announcements;**
- 8.2 Applications received after the deadline stated in this announcement;**

9. Results of the selection

The short-listed candidates will be informed of the result of the selection process by March 2021 and the interview process will take place during the month of March 2021.

10. 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)”**.

11. 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 –

Example of self-assessment grid on the base of the levels defined in the common European framework of reference for languages					
Mother tongue(s) Arabic					
Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C 2	C 2	C 1	C 1	C 2
Italian	B 2	B 2	B 2	B 2	A 2

		A1	A2	B1	B2	C1	C2
U N D E R S T A N D I N G	Listening	I can recognise familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly.	I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local area, employment). I can catch the main point in short, clear, simple messages and announcements.	I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.	I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect.	I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. I can understand television programmes and films without too much effort.	I have no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided I have some time to get familiar with the accent.
	Reading	I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.	I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters.	I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.	I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.	I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions, even when they do not relate to my field.	I can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialised articles and literary works.
S P E A K I N G	Spoken Interaction	I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.	I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.	I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).	I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.	I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skilfully to those of other speakers.	I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of it.
	Spoken Production	I can use simple phrases and sentences to describe where I live and people I know.	I can use a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.	I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.	I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.	I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion.	I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points.
W R I T I N G	Writing	I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.	I can write short, simple notes and messages relating to matters in areas of immediate needs. I can write a very simple personal letter, for example thanking someone for something.	I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.	I can write clear, detailed text on a wider range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.	I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or report, underlining what I consider to be the salient issues. I can select style appropriate to the reader in mind.	I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works.

Appendix 2 - 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.