



**Project:**  
**“Restorative approach to Juvenile Justice: Socio – educative Model of Reintegration and Alternative Measures to Detention”**

**PROFESSIONAL VACANCY ANNOUNCEMENT N.01/EG/CAIRO/2022**

**National Project Manager**

**1. General Information**

Title: National Project Manager  
Sector of assignment: Governance and Social Development  
Location: Cairo, Programme Coordination Unit - MoSS premises -  
Duration of assignment: maximum of 12 months  
Initial date: As soon as possible (Indicatively in April 2022)  
Notification of shortlisted candidates: Around beginning of April 2022

**2. Supervision**

Direct supervisor: Team Leader Governance and Social Development, AICS-Cairo.

Content and methodology of supervision:

Regular meetings to review priorities, benchmarks and the status of implementation of the project’s activities based on the agreed coordination unit and project manager’s work plans.

**3. Duties and Responsibilities**

- Ensure the smooth progress of the project, including by keeping abreast of the status of all activities from all partners and of their progresses according to the Annual Operational Plan (POA) and the General Operational Plan (POG).
- Lead the technical coordination with all project partners and the inter - institutional coordination mechanism (WG), including by supporting the editing of relevant documents, co-chairing or supporting the co-chairs of the technical and steering committee meetings, pro-actively organizing meetings, regular exchanges and updates and supporting the creation of synergies with the Coordination Unit.
- Manage all aspects of the project in line with the project’s legal and administrative regulations, including by ensuring proper and efficient funds’ management and donor reporting.
- Develop and implement a monitoring plan and track the project’s implementation against the project logical framework.
- Lead, in consultation with the direct supervisor, the organization of the project’s trainings and other key activities under ER3.

- Regularly liaise with AICS Cairo to update on the status of the project, in addition to when formally required by the deadlines and official reporting.

#### **4. Qualifications and Experience**

##### **Essential**

- University degree in law or social studies.
- Arabic mother tongue and excellent drafting and verbal communication skills in English.
- Previous experience in budget management and reporting.
- At least five years relevant work experience in project management of which two in the area of children's rights. Managerial experience different than the one in project management may be considered sufficient if related with the juvenile justice and/or UN/INGO/NGO experience.

##### **Preferable**

- Master degree or post graduate studies in law or social studies (10 points).
- Experience with planning and organizing trainings, preferably for Egyptian civil servants (20 points).
- Additional years of work experience in project management than the minimum required and/or work experience in juvenile justice and/or restorative justice preferably in Egypt (15 points).
- Previous experience in coordination positions (10 points).

#### **5. Background Information**

The Project "Restorative approach to Juvenile Justice: Socio – educative Model of Reintegration and Alternative Measures to Detention" 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 sheltered in care institutions.

More specifically the project has three objectives: the first two results will be implemented by UNICEF in agreement with UNODC to design and implement a socio-educational model, using a restorative approach, in selected juvenile detention centers and to develop and disseminate secondary legislation on the implementation of restorative justice.

The third result will be implemented directly by AICS jointly with MoSS. It aims at providing technical assistance to consolidate the operational capacity and the inter-institutional coordination of the juvenile justice system. This will be achieved through the establishment of a Juvenile Justice Coordination Unit within the MoSS, in charge of the detention centers and the probation offices, and one inter-institutional coordination mechanism, which will work to improve the coordination among the different key actors, both at policy and operative level. Furthermore, through this component the initiative aims at strengthening the knowledge and skills of the child justice system's operators



through the collaboration with the Italian Minister of Justice and Italian/international experts on child juvenile justice with a restorative approach.

## **6. Evaluation of Applications**

The selection will be conducted by an evaluation commission composed by three representative of AICS and potential external observers, 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 55 points will be included in the shortlist and will be invited for an interview.

### **Interview (Max 30 points)**

The personal interview will be carried out at the AICS office in Cairo, or if not possible, through an audio/video connection (e.g. Skype).

The interview will be conducted in English and Arabic.

No reimbursement will be granted to those travelling to AICS office for the interview.

## **7. How to apply**

The application should include, under pain of exclusion:

**7.1 A motivation letter (no more than 500 words) in English explaining the main reasons for applying to this position.**

**7.2 A Curriculum Vitae that must:**

- **Be in English.**
- **Include the candidate's handwritten signature and the date.**
- **Include the following handwritten signed and dated 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)".**

**7.3 Copy of a valid ID card.**

**7.4 Handwritten signed and dated legal binding statement (here annexed as Appendix 1).**

The applicant should also provide a telephone number and an email address for communications. All attachments should be received **before 5pm (Egyptian Time) on the 29 March 2022** at the following email: [segreteria.ilcairo@aics.gov.it](mailto:segreteria.ilcairo@aics.gov.it)

We encourage applicants to submit their 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 not be considered:

1. Applications made without having all the requirements listed at point “7-How to apply”, of this announcements. Candidates should pay specific attention to including the requested handwritten signatures and dates, the unambiguous consent and the legal binding statement;
2. Application received after the deadline stated in this announcement;

## **9. Results of the selection**

The shortlisted candidates will be informed of the result of the selection process by approximately end of April 2022.

The final candidates' ratings will remain valid until the end of the project, including its extensions.

## **10. Protection of privacy**

The submission of applications by a candidate implies consent to the processing of their personal data, including sensitive data, by personnel assigned to the custody and storage of applications and to their use for the purpose of the selection process. The Head of AICS-Cairo office is responsible in relation to personal data handling.

## **11. Safeguard clause**

AICS Office in Cairo reserves the right to revoke the announcement for any reasons, discretionally evaluated. The right to revoke also applies in the event that the requested amended budget to finance the advertised position is not approved. 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, including the lack of approved amended budget.

Cairo, 08.03.2022



Dott. Martino Melli

Il Direttore della Sede Estera  
AICS Il Cairo

