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**EU-ZIRA3A - EU Integrated Rural Development
Programme for Egypt - ENI/2021/427-389**



PROFESSIONAL VACANCY ANNOUNCEMENT NO. 04/EG/2022

PROFILE:

Team Leader / Financial and Administrative Coordinator

GENERAL INFORMATION:

Title	EU-ZIRA3A - EU Integrated Rural Development Programme for Egypt - ENI/2021/427-389
Zone benefiting from the Programme	Egypt / The Governorates of Sohag, Asyut and Beni Suef
Total costs	EU contribution: 24 MEUR – AICS parallel financing: 3.3 MEUR
Method of implementation	Implementing Agency: AICS (Italian Agency for Development Cooperation).

APPLICABLE REGULATIONS:

Law. of 11 August 2014 n.125, entitled “*Disciplina generale sulla cooperazione internazionale per lo sviluppo*”.

The Decree of the Italian Ministry of Foreign Affairs (MAECI) of 22 July 2015 n. 113 “*Regolamento recante - Statuto dell’Agenzia italiana per la Cooperazione allo Sviluppo*” with specific reference to Section III, Article 11, Paragraph 1, letter c)

Resolution of the Joint Committee of 19 November 2019 n. 101 “*Criteri e modalità per la selezione di personale non appartenente alla Pubblica Amministrazione da assumere con contratto di diritto privato a tempo determinato disciplinato dal diritto locale di cui all’articolo 11 comma 1 lettera c) dello Statuto AICS*”.

Resolution of the Director of the AICS n. 28 of 05.02.2021.

PROGRAMME BACKGROUND:

Poverty is mostly prevalent in rural areas where more than 70% of poor people are concentrated. In rural areas, agriculture represents the main source of income, but Egyptian agriculture is facing several challenges linked to the increasing scarcity of land and water in a context of high population growth and limited government resources. First, water infrastructures and irrigation methods are less and less adapted to face the challenges of climate change and need to be upgraded. Second, smallholder farmers, who own most of the agricultural land in the Nile valley, hold on average less than 1 ha per farmer and this fragmentation is increasing as the population keeps growing. Third, despite most of them (if not all) belonging to agriculture cooperatives, smallholder farmers generally lack access to sufficient technical services, agricultural machineries, inputs and credit and needs to receive support to improve their practices and increase their profits. The government has established a Sustainable Agriculture Development Strategy (SADS) for 2030. This aims to modernize Egyptian agriculture with a view to achieve food security and improve living standards of the rural population by making efficient use of available natural resources. The Programme has been designed to support the Egyptian Government in its implementation of the SADS in the three governorates of Sohag, Asyut and Beni Suef. It will help to improve the livelihood of the rural communities in these governorates by providing support to the smallholder farmers, their families, their cooperatives as well as the institutional bodies in charge of agriculture and rural development both at the central and governorate level. To support the socio-economic development of the targeted areas, the Programme will mainly focus on mitigating water scarcity. It will also aim to provide efficient agricultural extension services, improve livestock wealth and explore new and innovative solutions for generating income, notably for rural women. This action is implemented in indirect management by AICS through the signature of a Contribution Agreement. Upon entry into force of the Contribution Agreement, AICS has to establish a PMU and three FSUs.



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TERMS OF REFERENCE

Duty station: Cairo with possibility of short-term missions in the area of interventions.

Contract and Remuneration: salary, benefits and other conditions are offered in accordance with AICS rules and regulations, in particular: “*Criteri e modalità per la selezione di personale non appartenente alla Pubblica Amministrazione da assumere con contratto di diritto privato a tempo determinato disciplinato dal diritto locale*” as provided for by the *Delibera CC* n. 101 dated 19 November 2019 and Resolution of the Director of the AICS n. 28 of 05.02.2021. The determination will be made on the basis of professional seniority, specific professional qualification and level of competence in relation to the responsibilities and specific tasks that the successful candidate will be required to perform.

Duration: 12 months – including probation period – with possible extension, subject to needs, availability of funds and satisfactory performance.

Expected start date of employment: September 2022.

1. KEY FUNCTIONS

The Financial and Administrative Coordinator will have a key role in the administrative and financial management of the Programme’s implementation. He/she will work in close cooperation with the EU-Portfolio Coordinator and the AICS Head of Administration. He/she will report to the Team Leader of the Programme and work under the supervision of the Head of the AICS-Cairo.

In particular, the Financial and Administrative Coordinator will be responsible of:

- Ensuring the correct administrative and financial management of the Programme.
- Ensuring the financial management of the EU funds supporting the administrative office of the AICS.
- Preparing the intermediate and final financial reports.
- Preparing the expenditure of the Programme under related IT systems created by AICS (SIGOV-GE.CO.DEL.UE).
- Preparing the payment requests to submit to the EU Delegation.
- Facilitating internal and external audit verification.
- Guaranteeing the compliance with the EU and AICS policies in the management of the funds (e.g. transparency policy)
- Upon Request, acting as Responsible of the Procedure (RUP) for the management and monitoring of contracts to be implemented in the frame of the Programme.
- Formulating and monitoring calls for tenders and calls for proposals in compliance with the Italian Procurement law as well as the Practical Guide to Contract Procedures for EU External Actions (PRAG).
- Participating in the selection process related to procurement and grant contracts as well as in connection with the recruitment of personnel.
- Contracting third entities as results of selection process and monitoring the financial performance of the contract.
- Performing other duties as required.

Prohibition to engage in other activities: The selected candidate must not have carried out, during the last three years, any business activity in the country of service, or be in a situation of conflict, even potential, of interests that undermine the impartial exercise of the functions, as provided for in Article 53 of Legislative Decree no. 165 of 2001, referred to in Law No. 190 of 2012 and by the Code of Ethics and Conduct of AICS. The Administration reserves the right to verify, under penalty of exclusion, the compliance of what has been declared in this regard by the selected candidate.



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2. REQUIREMENTS

2.1. Essential:

Candidates will be considered eligible for selection on the basis of the following essential requirements, to be fulfilled by the deadline for applications:

1. Age not exceeding (at the time of signing the contract) that required for retirement by local regulations (60 years), or by Italian regulations (ref. Law 398/87) for candidates subject to the Italian social security system (67 years).
2. Medically fit for employment.
3. Master's level university degree in Public Administration, Law, Economics, Political Science, International Development or related fields (level 7 European Qualification Framework EQF). Other degrees of the same level may be taken into consideration if accompanied by sector-specific experience. Although not a public competition, candidates may make use of the equipollence for admission to public competitions, published on the website of the Ministry of Education, University and Research www.miur.it.
4. At least 2 years of post-graduate working experience in developing countries as key expert with international organizations, governmental aid agencies, NGOs and private entities benefitting from international aid on financial management, procurement, grant management, EU reporting requirements.
5. Knowledge of the accounting systems created by AICS
6. Proficient in written and spoken Italian (C2 Level - Common European Framework of Reference).
7. Proficient in written and spoken English user (C1 Level - Common European Framework of Reference).
8. Proficiency in the use of Microsoft Office applications.
9. Not having sustained, in the three-year period preceding the date of expiry of the notice, an assessment of insufficiency in the assessment of work done/performed in the context of employment contracts signed with AICS offices other than Cairo.

2.2. Preferred:

The following will constitute the preferred qualification for the position:

1. Post-graduate diplomas (University Master, PhD or other Higher Education Courses recognized in the sector of interest) additional to the minimum requirements indicated in point 2.1.3 above.
2. Basic Arabic user (A1 Level - Common European Framework of Reference).
3. Previous experience in the implementation of EU-funded programmes.
4. Knowledge of accrual accounting.
5. Previous working experience at the Directorate General for Development Cooperation and / or the Agency Italian for Development Cooperation.
6. Previous experience in the management of internationally awarded work/supply/service contracts.
7. Similar professional experience carried out in the Middle East and/or North Africa and/or Sub-Saharan Africa.
8. Previous experience in the management of procurement and grant contracts under the PRAG.

Before submitting their application, candidates should assess whether they fulfil all the essential requirements specified in this vacancy notice. Professional experiences indicated in the curriculum vitae are accounted only from the time the candidate obtained the degree required for the position. Start and end dates of all previous positions and indication on whether they were full- or part-time should be clearly stated in the curriculum vitae. Details of any professional experience, training, research, or studies must be provided in the application. Upon request, candidates must be able to provide supporting documentation clearly indicating the duration and nature of those experiences.



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3. HOW TO APPLY

The applications must include:

1. Dated and signed legally binding statement (according to art. 46 of Italian D.P.R. 28.12.2000 n. 445) – as per the attached template.
2. Dated and signed Curriculum vitae in English (Europass format), including authorization to process personal data.
3. Dated and signed motivation letter in English.
4. Copy of valid passport or ID.

Any false declaration will incur on penal sanctions according to article 76 of Italian D.P.R. n. 445 of 28.12.2000, as subsequently amended and supplemented, facing immediate termination of employment and loss of any wrongfully obtained benefit.

The applicants shall also provide a telephone number and an email address for communications and must notify AICS-Cairo of any change occurred after the submission of the application.

The applications duly dated and signed, and in non-editable pdf. format, should be submitted to the following email address: segreteria.ilcairo@aics.gov.it by 31/07/2022 at 11.00 am (Cairo time). The subject of the email must contain the vacancy announcement reference 04/EG/2022.

Please note that only complete applications (including documents 1, 2, 3, and 4) received within the deadline will be accepted and considered.

We encourage applicants to submit the application well before the deadline date, since heavy internet traffic or connection problems could lead to difficulties in submission. AICS cannot be held responsible for any delay due to such difficulties.

4. EXCLUSION FROM SELECTION PROCEDURES

The following will determine exclusion from the selection procedure:

- a. Applications lacking any of the essential eligibility requirements;
- b. Application received after the deadline stated in this announcement and using forms others than those provided for in this announcement;
- c. Application documents not signed.

5. EVALUATION OF APPLICATIONS

Once the notice is expired, a selection committee is appointed by the Head of AICS-Cairo in compliance with the criteria set under *Delibera CC* n. 101 dated 19 November 2019 above-mentioned. The selection committee checks the administrative eligibility of the applications, including the presence of the essential requirements and the absence of causes for exclusion. The selection committee assesses then the applications considering a maximum overall score of 100 points according to the following criteria:

QUALIFICATIONS (Max 70 points)

Assessment of education, competences and professional experience (including preferred requirements) as indicated in the documentation submitted by the candidate.

Education (in addition to the essential requirements)

- Max 10 points

Language skills (in addition to the essential requirements)

- Max 10 points



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Professional experience

- Max 40 points

Other preferred requirements

- Max 10 points

INTERVIEW (Max 30 points)

Only candidates scoring minimum 40 points will be included in the shortlist and invited for an interview. The selection committee reserves the right to invite for an interview only the first 3 candidates according to the provisional ranking list. The interview takes place via video conference (Microsoft Teams, Zoom). The interview shall be held in the languages indicated in the call for applications and shall assess the applicant's knowledge and experience, his or her ability to carry out the task in question, the language skills required and any other skills deemed necessary to assess the candidate's profile in relation to the post to be filled. The interview notice is sent by e-mail to the address indicated by the candidate at the time of application. Applicants shall not be entitled to reimbursement of any costs incurred in connection with the interview.

Final list

Candidates scoring at least 60 points at the end of the process will be included in the final list of short-listed candidates.

6. RESULTS OF THE SELECTION

Only the short-listed candidates for interview will be informed of the results of the selection process. The candidate with the highest score in the final list is offered the position via email. The final list remains valid for the whole duration of the Programme. In case of a decline by the selected candidate or an early termination of the contract, the office reserves the right to appoint another short-listed candidate. During the validity period, AICS-Cairo reserves the right to use the final list for the purposes of other Programme should the short-listed candidate meet the requested requirements. In the event of equal scoring, the youngest candidate will be preferred. The final list is published on AICS and AICS-Cairo websites. Due to essential service reasons, the candidate with the highest score in the final list must be able to take up service in Cairo not later than 2 months from the publication of the ranking on AICS websites. In case of unavailability of the selected candidate to start service in Cairo within said timeframe, the office reserves the right to appoint another candidate from the final list.

7. 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.

8. SUSPENSION AND PROTECTION CLAUSES

AICS reserves the right to cancel, revoke or delay the recruitment process at any stage and at its own discretion.

9. PUBLICATION

This professional vacancy is published on the website of AICS and AICS-Cairo.

Cairo, 03/07/2022



Martina Melli
Head of AICS Cairo