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**Climate Smart WATER Management and Sustainable
DEvelopment for food and agriculture in North-East
Africa (WATDEV)
CONTRIBUTION AGREEMENT
NO. CRIS FOOD/2021/425-767**



PROFESSIONAL VACANCY ANNOUNCEMENT NO. 01/EG/2023

PROFILE:

Programme Officer

GENERAL INFORMATION:

Title	Climate Smart WATER Management and Sustainable DEvelopment for food and agriculture in North-East Africa (WATDEV) Contribution Agreement no. CRIS FOOD/2021/425-767
Zone benefiting from the Programme	East Africa, particularly in Ethiopia, Egypt, Sudan, and Kenya.
Total costs	Total estimated cost: 7,799,897.00 EUR
Method of implementation	Implementing Agency: AICS (Italian Agency for Development Cooperation). Implementing Partner: CIHEAM Bari

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:

The Climate Smart WATER Management and Sustainable DEvelopment for food and agriculture in North-East Africa (WATDEV) is a project funded under the EU initiative on climate relevant Development Smart Innovation through Research in Agriculture in developing countries – DeSIRA.

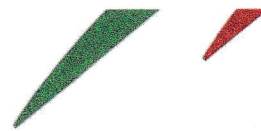
The East African region has great potential not only to feed itself but to play a strategic role in global food systems. The potential lies in the region’s natural resources, people and burgeoning markets. Large and diverse natural ecosystems, such as wetlands, rainforests, and savannahs, provide numerous services to local communities. If leveraged, the agricultural sector can boost investment and fierce competitiveness, provide opportunities for employment, contribute to poverty eradication and foster food security and human well-being.

In view of the increasing knowledge and water management planning capacity in North East Africa, cooperation initiatives by the Italian and German governments, delivered important results/outcomes consisting of water/irrigation good practices and innovative solutions to reduce impact on ecosystem and resources by agriculture while in increasing farmers and agriculture resilience to climate. WATDEV will start from these projects by collecting, analysing, implementing available best practices/innovations in study areas and modelling their impact scenarios with the use of models and knowledge achieved in regional water studies. The project will extract lessons from experiences with water resources best management practices and match them with research operational projects and related databases, modelling tools technologies and



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operation frameworks. Zone benefiting from the Programme is in East Africa and the greater Nile Basin, specifically in four countries Egypt, Sudan, Kenya and Ethiopia.

WATDEV will be directly managed by AICS (administrative management, coordination, and supervision of the activities and communication) and implemented by CHIEAM-Bari and network partners. The complex nature and geographical extension of WATDEV call for multi-actor partner coordination. Co-creation and collaboration with WF4E / GIZ-BMZ initiative is a peculiarity of the method of implementation. WATDEV will carry out research, cooperation, innovation, and training/capacity building and dissemination/awareness activities in the different study areas identified. Engagement and involvement of all chain-actors from local communities to central administrations and governmental institutions will be a constant along with all project activities.

AICS local offices located in beneficiary countries will support project implementation and will be used for local coordination. AICS-Cairo will act as leading office.

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: April 2023.

1. KEY FUNCTIONS

The Programme Officer will coordinate the partnership (technically and financially) with the EU, CIHEAM and involved Institutions. He/she will report to the Coordinator of the EU-Portfolio and act under the supervision of the Head of the AICS-Cairo.

The Programme Officer will:

- Collect information from CIHEAM-Bari and other network partners for the purposes of the M&E exercise.
- Upon receiving the information from CIHEAM-Bari and other network partners, formulate the narrative and financial reports of the Action based on the EU requirements.
- Act as focal point of the evaluation missions and audit verification.
- Update the log-frame of the Action (technical component) and fill the programme data (financial data) into the e-system of AICS and EU for reporting and monitoring purposes.
- Organize field missions and visits from AICS/EU official for visibility and monitoring purposes.
- Coordinate with the CIHEAM-Bari for the preparation of the Terms of Reference - ToR of tenders and calls for proposals.
- Verify and monitor the performance of the financial and technical implementation of the Action.
- Support the implementation of the Communication and Visibility Plan of the Action, in consultation with relevant AICS and Embassy officials in Cairo, and in collaboration with the CHIEAM-Bari.
- Promote communication and information activities, and assist AICS Cairo in media relations, and in organizing launch/closure events related to the Action.



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- Coordinate with AICS-Rome and other AICS local offices for the direct implementation of AICS component as well as monitoring and reporting of CHIEAM-Bari component.
- Perform other relevant activities 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.

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 International Relations, Economy, Law, Political and Social Sciences, Engineering, 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 the Ministry of Education, University and Research www.miur.it;
4. At least 2 years of post-graduate working experience in developing countries with international organizations, governmental aid agencies, NGOs and private entities benefitting from international aid on project/programme management, strategic management, partnership building, stakeholder coordination and resource mobilization.
5. Previous experience in either EU-funded projects or EU coordination mechanisms.
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 working experience at the Directorate General for Development Cooperation and / or the Agency Italian for Development Cooperation.
4. Previous experience managing EU-funded projects, with specific focus on grant management and reporting requirements.
5. Similar professional experience carried out in zone benefiting from the Programme (East Africa: particularly in Ethiopia, Egypt, Sudan, and Kenya).
6. Previous experience in the sector of intervention.



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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.

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 **9th of February 2023 at 11.00 am (Cairo time)**. The subject of the email must contain the reference to the vacancy announcement 01/EG/2023.

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



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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

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



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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.

09 JAN 2023

Cairo,

Martino Melli
Head of AICS Cairo

