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**Multi-Educational Programme for Employment  
Promotion in Migration-Affected Areas  
CONTRIBUTION AGREEMENT  
NO. T05-EUTF-NOA-EG-01-06**



ITALIAN AGENCY  
FOR DEVELOPMENT  
COOPERATION

**PROFESSIONAL VACANCY ANNOUNCEMENT NO. 04/EG/2023**

**PROFILE:**

INTERNATIONAL Programme Technical Coordinator (Team Leader)

**GENERAL INFORMATION:**

Title	Reference: Ref. No. T05-EUTF-NOA-EG-01-06 (T05.255) <i>MEPEP - Multi-Educational Programme for Employment Promotion in Migration-Affected Areas</i>
Zone benefiting from the Programme	Egypt The Programme will take place in Sharkeya Governorate, in the 10 <sup>th</sup> of Ramadan City and Industrial Zone
Total costs	Total estimated cost: 6,000,000 EUR Total amount drawn from the Trust Fund 6,000,000 EUR
Method of implementation	Indirect management - Contribution agreement Italian Agency for Development and Cooperation (AICS)

**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*” . The AICS Cairo Office intends to recruit a Team Leader of the Programme Management Unit responsible for the implementation of the Programme.

**PROGRAMME BACKGROUND:**

The Multi-Educational Programme for Employment Promotion in Migration-affected Areas (MEPEP) falls under the scope of the “Enhancing the Response to Migration Challenges in Egypt Programme (ERMCE, Ref. T05-EUTF-NOA-EG-01) which is funded by the European Union Emergency Trust Fund for stability and addressing the root causes of irregular migration and displaced persons in Africa (i.e. “Trust Fund” or “EUTF”, Egypt 2017)<sup>1</sup>.

The MEPEP is aligned to the Operational framework of the EU TF North Africa Window (EUTF NAW), namely to its Priority Action 4 (i.e. “tackling the drivers of irregular migration”) and its Strategic Objective 4 (i.e. “to foster more inclusive social and economic environment and stability in the region”).

It is linked to the Specific Objective 2 of the ERMCE action fiche (Ref. T05-EUTF-NOA-EG-01), i.e. “to address the root causes of irregular migration”. With a planned three-year duration, the action aims at enhancing economic and equal opportunities, in particular for vulnerable groups by improving the quality of the Technical and Vocational Education and Training (TVET) system in Egypt.

The Action identified Sharkeya Governorate as its target area in consultation with local authorities. Sharkeya is indeed one of the Governorates in Egypt that boast the largest number of Egyptian youth who wish to leave Egypt and illegally migrate to other countries. Secondly, the 10th of Ramadan Industrial Zone resulted being the most relevant intervention area due to the presence of a dynamic Egyptian and non-Egyptian industrial force on which the creation of a high-level and market-

<sup>1</sup> [https://ec.europa.eu/europeaid/eu-emergency-trust-fund-strategic-orientation-document\\_en](https://ec.europa.eu/europeaid/eu-emergency-trust-fund-strategic-orientation-document_en). The EU TF contributes to funding the Valletta Action Plan (cf. Valletta Summit Action Plan, 2015).



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oriented TVET Centre can have the major impact. This area hosts the 10th of Ramadan Training Centre belonging to MoTI's Productivity and Vocational Training Department (PVDT) that will be the target of the activities. This Technical School was chosen during the formulation phase by AICS Cairo together with the local authorities.

The Implementation of the activities is assigned to a TVET provider already operating in the country with an extensive experience in delivering innovative and alternative TVET. The Italian Agency for Development Cooperation (AICS) - Cairo Office works in close cooperation with the Ministry of Education and Technical Education (MoETE) and the Ministry of Industry and Trade (MoTI), namely the Productivity and Vocational Training Department (PVDT), as the main national entities mandated in the area of TVET. The Programme is ongoing and is expected to last until June 2025.

## **TERMS OF REFERENCE**

**Duty station:** Cairo with 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 the Resolution of the Director of the AICS no. 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 a probation period – with possible extension, subject to needs, availability of funds and satisfactory performance.

**Expected start date of employment:** June 2023.

### **1. KEY FUNCTIONS**

The Team Leader will coordinate the Project Management Unit (PMU) with the final aim of implementing the Programme's activities and achieving the expected results. He/she will work in connection with the AICS administration and local personnel of the PMU. He/she will report to the Coordinator of the EU-Portfolio and act under the supervision of the Head of the AICS-Cairo.

In particular, the Team Leader will:

- Ensuring the overall technical and administrative management of the Programme.
- Managing TVET provider including monitoring, approval of reports and strategic management.
- Ensuring the timely preparation of all technical and financial information as requested by the EU and AICS.
- Formulating in a timely manner narrative and financial reports of the Programme to be submitted to AICS for clearance and then to EU.
- Monitoring, and assessing the progress of the contracts (supply, service and works). He/she shall act as "Responsible of the Procedure (RUP)" in case of appointment.
- Facilitating external evaluation (e.g. mid-term review, final review) and audit missions.
- Monitoring the implementation of the communication and visibility Programme's plan.
- Promoting the communication and information activities according to the EU's guidelines, including the opening and closure of workshops and events related to the Programme.
- Liaising with the concerned stakeholders at central and local level (e.g. line Ministries and Governorates).
- Performing any other activities as requested.

**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



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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 Requirements:**

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 Engineering, Architecture, 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](http://www.miur.it).
4. At least 6 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 project/programme management, strategic management, partnership building, stakeholder coordination and resource mobilization responsibilities.
5. Previous experience in the implementation of EU-funded programmes.
6. Proficient English user (C1 Level - Common European Framework of Reference).
7. Proficient in written and spoken Italian (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 requirements:**

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 (A2 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 in the TVET sector.
5. Similar professional experience carried out in the country indicated in this vacancy notice.

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:

- a) 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.
- b) Dated and signed Curriculum vitae in English (Europass format), including authorization to process personal data.
- c) Dated and signed motivation letter in English.
- d) 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](mailto:segreteria.ilcairo@aics.gov.it) by 31/05/2023 at 11.00 am (Cairo time). The subject of the email must contain the vacancy announcement reference 04/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 other than those provided for this announcement.
- c) Application documents not dated and 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

#### Professional experience

- Max 40 points



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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 via of the results of the selection process. The candidate with the highest score in the ranking list is offered the position via email. The ranking list remains valid for the whole duration of the Programme. In the event 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, ..... **08 MAY 2023**



Martino Melli  
Head of AICS Cairo