

**NOTICE FOR THE SELECTION OF PERSONNEL WITH PERMANENT CONTRACT OF
LOCAL LAW AT THE FOREIGN OFFICE OF CAIRO
OF THE ITALIAN AGENCY FOR DEVELOPMENT COOPERATION (AICS)**

CALL CODE: 06/EG/CAIRO/2023

Profile: **AUXILIARY DRIVER / CLERK**

GIVEN the Presidential Decree n. 18/1967, title VI part two;

GIVEN Law 125/2014 and, in particular, art. 19, paragraph 6;

GIVEN art. 26 paragraph 2 of Ministerial Decree 113/2015 containing the AICS Statute;

WHEREAS the local staff referred to in Article 19, paragraph 6, of 125/2014 is intended to carry out the operational tasks of the offices abroad;

that for the determination of the remuneration to be paid to such personnel, reference is made to Article 157 of Presidential Decree 18/67 for employees hired under contract by diplomatic representations, consular offices and cultural institutes;

GIVEN the determination n. 227 of 23 July 2019 containing the insolvency procedures for the personnel to be recruited;

**AICS CAIRO
MAKES YOU KNOWN**

That a selection procedure is launched for the recruitment of One Driver based at AICS Office in Cairo (Egypt), with a permanent contract according to the types provided for by current legislation for the start of the assignment scheduled for August/October 2023.

1. CONTENTS AND PURPOSE OF THE ASSIGNMENT

Professional position required: AURILIARY - DRIVER/CLERK

Place of work: CAIRO

Type of contract: AUXILIARY - Permanent contract required by the local legislation of the country.

Compensation: Contract based on the Egyptian Law and remuneration up to available budget.

Start of assignment: August/October 2023.

Description of the assignment: THE AUXILIARY - DRIVER/CLERK:

- 1) She/he is in charge of driving vehicles for the transport of people and goods, must be in possession of the appropriate qualifications, and takes care of their efficiency and cleanliness of the vehicle;
- 2) Carries out simple office activities to support other professionals in the sector of use;
- 3) Provides the antechamber services, by welcoming and directing the public;
- 4) Provides for the collection, distribution and delivery of packages and correspondence;
- 5) Drives official staff in case of field missions or official visits;
- 6) Delivers and collects mail, documents and other items and assists, as required, performs tasks related to logistics;
- 7) Performs minor repairs and arranges for professional repairs to ensure that the vehicles are safe and in good conditions.
- 8) Manages logistics of official trips, daily mileage, gas consumption, oil changes, greasing, etc.;
- 9) Performs other duties as required by the Head of AICS Cairo Office.

2. REQUIREMENTS FOR ADMISSION

2.1 Minimum essential requirements

The personnel to be recruited must be in possession of the following minimum essential requirements on the expiry date of the deadline for the submission of applications:

- 1) Be at least 18 years old
- 2) 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);
- 3) Be physically and medically fit to carry out the duties envisaged;
- 4) Be resident in the country where the Office is located or transfer it within the terms of the law after signing the employment contract;
- 5) Possess a residence permit (only for candidates of citizenship other than that of the country of service);
- 6) Have obtained a primary school license or equivalent;
- 7) Be in possess of a valid Egyptian driving license for vehicles;
- 8) Have documented professional experience as a driver of at least 2 years;
- 9) English user (A1/A2 Level - Common European Framework of Reference);
- 10) Proficient in written and spoken Arabic (C1 Level - Common European Framework of Reference);
- 11) Intermediate user in the use of GPS (i.e. google maps);

- 12) Not having sustained, in the three-year period preceding the date of expiry of the notice, an assessment of insufficiency of his services.

2.2 Preferred requirements

The following will constitute the preferred qualification for the position:

1. Academic title superior to what requested at point 2.1.6;
2. Driving licenses additional to the minimum requirement indicated in point 2.1.6 above;
3. Italian user (B1/B2 Level - Common European Framework of Reference);
4. Documented professional experience higher to what required by point 2.1.8;
5. Previous documented experience as professional driver at the Directorate General for Development Cooperation, the Agency Italian for Development Cooperation, EU or UN.
6. Previous experience assisting the administration in procedures for vehicle clearance and transfer of ownership;
7. Previous experience in logistic support.

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 will be considered only from the experience strictly related to the position. Start and end dates in the format of dd/mm/yy 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. Signed Legally Binding Statement (according to art. 46 of Italian D.P.R. 28.12.2000 n. 445) – as per the attached template (**Attachment 1**);
2. Dated and signed Curriculum vitae in English, including the signed authorization to process personal data;
3. Dated and signed motivation letter in English;
4. Copy of valid passport or ID for candidates of citizenship of the country of service;
5. Copy of valid driving license for vehicles;
6. Supporting documents shall be provided for previous professional experience (i.e. official signed contracts).

Any false declaration will incur in 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 August 20th, 2023 at 12.00 am (Cairo time). The subject of the email must contain the vacancy announcement reference 06/EG/CAIRO/2023.

Please note that only complete applications (including documents mentioned in points 3.1, 3.2, 3.3, 3.4, 3.5 and 3.6) received within the deadline will be 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) Applications received after the deadline stated in this announcement and/or using forms others than those provided for in this announcement;
- c) Applications documents not signed.

5. EVALUATION OF APPLICATIONS

Once the terms of validity of the notice have elapsed, the Head of AICS Office in Cairo assesses the admissibility of the applications regarding the presence of the essential requirements and the absence of causes for exclusion.

Subsequently, the Head of AICS Office appoints a Selection Committee composed of three members, who meet the requirements for autonomy and impartiality with respect to the candidates. The committee assesses the merits of the applications by assigning a maximum overall score of 100 points according to the following criteria:

QUALIFICATIONS ASSESSMENT (Max 50 points)

Assessment of education, competences and professional experience, and possession of preferred requirements as indicated in the documentation submitted by the candidate, will be carried out according to the below parameters.

Evaluation of essential requirements – up to 30 points

- Primary school license or equivalent: 2 points
- Egyptian driving license for vehicles: 5 points
- Documented professional experience as a driver of at least 2 years: 10 points
- English language at A1/A2 level: 5 points
- Arabic language at C1 level: 5 points
- Intermediate use of GPS: 3 points

Evaluation of preferred requirements – up to 20 points

- Academic title superior to what requested at point 2.1.6: **1** for high school diploma, **2** for university degree;
- Driving licenses additional to what required by point 2.1.7: **2** Points for each additional level, for a maximum of **4** points
- Italian language: 4 points for B1/B2
- Experience superior to what required at point 2.1.8: **0.5** points for each semester for a maximum of **4** Points
- Previous documented work experience as professional driver at the Directorate General for Development Cooperation, the Agency Italian for Development Cooperation, EU or UN funded projects: **0.5** points for each semester for a maximum of **4** Points
- Previous experience assisting the administration in procedures for vehicle clearance and transfer of ownership : **1** point
- Previous experience in logistic support: **1** point

INTERVIEW (Max 30 points)

Only candidates scoring minimum 30 points under “QUALIFICATION ASSESSMENT” will be included in the shortlist and invited for an interview. However, the committee reserves the right to invite for an interview only the first 3 candidates according to the provisional ranking list. The interview may take place via video conference. 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.

DRIVING EXAM (max 20 points)

Only candidates scoring minimum 48 points between QUALIFICATION ASSESSMENT and

INTERVIEW will be invited for a driving test with a representative from the Italian Agency for Development Cooperation.

Final scoring

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

1. 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 final list is offered the position via email. The final list remains valid for the two years from the date of publication and can be used, at the request of the office after approval by the Deputy Legal-Administrative Director of the Agency, in case of need to scroll from the same office or from other offices. In case of a decline by the selected candidate or an early termination of the contract, the office reserves the right to appoint another candidate from the final list - if the necessary financial resources are available. In the event of equal scoring, the youngest candidate will be preferred. The ranking list is published on AICS and AICS Cairo Office websites.

2. 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.

3. SUSPENSION AND PROTECTION CLAUSES

Without prejudice to the possibility of revoking the call for reasons of expediency connected to the organizational or financial needs of AICS. The AICS Cairo office reserves the right not to proceed with the assignment in relation to the lack of candidates in possession of adequate requirements or the availability of financial resources to cover the courses of the assignment.

Cairo, 20.07.2023



Head of AICS Cairo
Martino Melli

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