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



**PROFESSIONAL VACANCY ANNOUNCEMENT FOR THE RECRUITMENT OF FIXED-TERM
CONTRACT PERSONNEL**

AICS CAIRO OFFICE

Vacancy ref.	AICS CAIRO_01/EG/2024
Position	Expert
Profile	Administrative and Financial Expert
Level	Low
Programme	“EU-ZIRA3A – EU Integrated Rural Development Programme for Egypt”
Contribution Agreement No.	ENI/2021/427-389

HAVING REGARD TO the Italian law on international cooperation (Law No. 125/2014 of 11 August 2014).

HAVING REGARD TO the “Statute of the Italian Agency for Development Cooperation”, approved by the Decree of the Ministry of Foreign Affairs and International Cooperation no. 113 of 22 July 2015, in particular art. 11, let. c) and following.

HAVING REGARD TO the “Organizational Regulation of the Italian Agency for Development Cooperation” approved by the Decree of the Italian Ministry of Foreign Affairs and International Cooperation no. 2438 of 15 December 2015, in particular art. 5, clause 4.

HAVING REGARD TO the Resolution of the Joint Committee no. 101 of 19 November 2019 and in particular its annex “Criteria and modalities for the selection of non-Public Administration personnel to be hired with a fixed-term private law contract governed by local law referred to in article 11, clause 1, letter c) of the AICS Statute”.

HAVING REGARD TO the Decision no. 454 of 21 December 2022 of the Director of the Italian Agency for Development Cooperation (hereinafter “AICS”) concerning the “Adoption of the contract regulations for the fixed-term local private law jobs stipulated by the field offices of the Italian Agency for Development Cooperation pursuant to art. 11, clause 1, let. c) of the Decree of the Ministry of Foreign Affairs and International Cooperation no. 113 of 22 July 2015”, and subsequent amendments and additions, including its annexes.

CONSIDERING the signature on the 10th of December 2021 of the Contribution Agreement ENI/2021/427-389 between the EUD and AICS for the implementation of the EU-ZIRA3A – EU Integrated Rural Development Programme for Egypt.

HAVING REGARD TO the Decision no. 06 of 23 January 2024 of the AICS Cairo Head of Office to start the hiring procedures.



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**AICS Cairo Head of Office
ANNOUNCES**

A selection procedure for fixed-term staff, pursuant to art. 11, clause 1, letter c) of the Decree of the Minister of Foreign Affairs and International Cooperation no. 113 of 22 July 2015, according to the specifications indicated below:

1. CONTENTS AND PURPOSES OF THE ASSIGNMENT

POSITION	Administrative and Financial Expert – Low
PLACE OF WORK	<u>AICS Cairo Office, with possibility of short-term missions in the area of interventions.</u> The place of work can be modified by the Head of Office subject to authorization of AICS Rome, during the contractual validity period for public utility reasons, with at least a 30-day notice.
TYPE OF CONTRACT	Fixed-term employment contract under the law of Egypt
PROBATIONARY PERIOD	2 months effectively worked
WORKING HOURS	36 hours per week
DURATION OF THE ASSIGNMENT	12 months renewable
MAIN TASKS	<p>The Administrative and Financial Expert 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 Programme Manager and AICS Administration. He/she will report to the Programme Manager and work under the supervision of AICS Cairo Head of Office. He/she shall be requested, in relation to the EU-ZIRA3A Programme, to:</p> <ol style="list-style-type: none"> 1. Ensuring the correct administrative and financial management of the Programme. 2. Ensuring the financial management of the EU funds supporting the administrative office of AICS Cairo. 3. Preparing the intermediate and final financial reports. 4. Preparing the expenditure of the Programme under related IT systems created by AICS (SIGOV-GE.CO.DELUE). 5. Preparing the payment requests to submit to the EU Delegation. 6. Facilitating internal and external audit verification. 7. Guaranteeing compliance with the EU and AICS policies in the management of the funds (e.g., transparency policy).



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	<ol style="list-style-type: none"> 8. Support and assist in the 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). 9. Upon request, act as “Responsible for the Procedure (R.U.P.)” for the management and monitoring of contracts to be implemented in the framework of the Programme. 10. Participating in the selection process related to procurement and grant contracts as well as in connection with the recruitment of personnel. 11. Contracting third entities as results of selection process and monitoring the financial performance of the contract. 12. Performing other duties as required.
<p>ANNUAL GROSS COMPENSATION (ALL-INCLUSIVE)</p>	<p><u>Gross annual salary</u>: € 41,688.00 <u>Gross annual allowances</u> (recognized only if the tax residency of the employee is not established in Egypt): € 39,835.00</p>

The gross annual salary (*RAL*) cannot be subject to any change for the entire duration of the employment contract.

The allowances, where applicable, are subject to a periodic review in relation to the trend of the terms of reference defined by art. 5 of the annex to the Resolution of the Joint Committee no. 101 of 19 November 2019 and, consequently, may be subject to increases or decreases during the contractual validity period.

The selected candidate, during the period of validity of the contract signed with AICS, will be subject to an exclusivity clause and will therefore not be authorized to carry out any other works, in any form and even outside working hours, pursuant to art. 11, clause 3 of the Ministerial Decree no. 113/2015.

2. REQUIREMENTS

The essential requirements indicated below must be met by the candidate by the deadline set for the submission of applications.

2.1 Essential requirements:

- a. Being at least 18 years old.
- b. Being medically fit for employment.
- c. Full enjoyment of political and civil rights.
- d. Not having sustained, in the three-year period preceding the date of expiry of the present vacancy announcement, an insufficient performance assessment (“scarce” or “insufficient”) in the framework of employment contracts signed with AICS.
- e. Not being subject to legal actions concerning the application of preventive measures, both in Italy and abroad.
- f. Not having been dismissed, dispensed, declared lapsed or fired from employment in a Public Administration, both in Italy and abroad.



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- g. Master's degree in business management and administration, finance, accounting, international relations (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.
- h. At least 2 years of professional experience in the framework of financial and administrative management, accounting, procurement, and grant management for projects/programmes with Development Cooperation entities (EU, international organizations, governmental aid agencies, decentralized development cooperation, nonprofit organizations).
- i. Proficiency level in written and spoken Italian (C2 Level - Common European Framework of Reference).
- j. Proficiency level in written and spoken English (C1 Level - Common European Framework of Reference).
- k. Proficiency in use of Microsoft Office package.

2.2 Preferential requirements:

The following are considered as preferential requirements and will be evaluated for the purpose of assigning the score referred to at art. 4.2 below:

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 above.
2. Previous experience in the use of accounting systems pillar assessed by EU (GECO.DEL.UE) and AICS accounting system (SIGOV).
3. Knowledge of accrual accounting and double entry accounting systems.
4. Previous experience in the implementation of EU-funded programmes.
5. Previous working experience at the Agency Italian for Development Cooperation.
6. Similar professional experience carried out in Egypt.
7. Previous experience in audit and verification procedures.
8. Previous experience in the management of procurement and grant contracts under the EU PRAG.
9. Proficiency level in written and spoken English (C2 Level - Common European Framework of Reference).

3. HOW TO APPLY

3.1 Submission of applications

The application, duly signed by the candidate, must be submitted:

NO LATER THAN Wednesday 14th February 2024 – 11 AM (Cairo time)

Failure to comply with the deadline will result in exclusion from the procedure.

The applications, including the signed attachments referred to in paragraph 3.2 below, may be submitted electronically to the following email address: segreteria.ilcairo@aics.gov.it. The subject of the email must contain the vacancy announcement ref. AICS CAIRO_01/EG/2024. AICS cannot be held responsible in



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case any communication sent by the candidate is not received or is received after the deadline of the present vacancy announcement.

Delivery of the application by hand or by courier is also permitted, at the AICS Cairo premises in 4th floor, 1081 Corniche El Nil, Garden City, Cairo, Egypt; in this case the date and time of delivery of the application will be certified by an AICS officer by means of an official acknowledgment of receipt.

3.2. Contents of the applications

The application shall be written in English and must include all following declarations provided by the candidate under its own responsibility. Failure to comply will result in exclusion from the procedure.

- a. First and last name, date and place of birth, country and city of residence, country, and city of domicile (if different from the residence), country of tax residency.
- b. telephone number and an email address for any communications in the framework of the present procedure. Any change occurred after the submission of the application for this vacancy must be timely communicated to AICS.
- c. Being medically fit for employment.
- d. Compliance with the academic qualifications required by this vacancy announcement at art. 2, clause 2.1 let. g).
- e. Compliance with the professional experience required by this vacancy announcement at art. 2, clause 2.1 let. h).
- f. Citizenship(s).
- g. Full enjoyment of political and civil rights.
- h. Not having sustained, in the three-year period preceding the date of expiry of the present vacancy announcement, an insufficient performance assessment in the framework of employment contracts signed with AICS.
- i. Absence of convictions for any criminal offence and absence of any pending criminal or accounting charge, both in Italy and abroad.
- j. Not having been dismissed, dispensed, declared lapsed or fired from employment in a Public Administration, both in Italy and abroad.
- k. Compliance with the language qualifications required by this vacancy announcement at art. 2, clause 2.1 let. i) and j).
- l. Compliance with the IT skills required by this vacancy announcement at art. 2, clause 2.1 let. k).

Italian and EU citizens must include in the application the following declaration:

“The declarations made under this application are pursuant to articles 46 and 47 of the Italian Presidential Decree no. 445 of 28 December 2000, limited to the hypotheses in which the conditions, personal qualities and facts are reported in Italian or European Union public registers and, in the latter case, provided that AICS is given the possibility of access for any checks. If subsequent checks reveal the untruthfulness of the content of the declarations made, the interested party is aware that he/she will incur on penal sanctions referred to in the art. 76 of the same Presidential Decree no. 445/2000, facing immediate termination of the employment and loss of any other benefits possibly obtained on the basis of the false statement”.

The application shall also include the following attachments/documents:

- a. Copy of valid ID (Identification Document).



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- b. Italian *Codice Fiscale* (if available).
- c. Curriculum vitae in English “Europass template”, dated and signed, including the authorization to process personal data, clearly specifying all needed elements for a correct evaluation of qualifications as detailed at art. 4, clause 4.2 below.

Applications shall be **excluded** from selection procedures if:

- a. received after the deadline set at art. 3, clause 3.1.
- b. not duly dated and signed as foreseen at art. 3, clause 3.2.
- c. lacking the declaration concerning the essential requirements listed at art. 2, clause 2.1.
- d. lacking the declarations with regards to all other elements not listed as essential requirements at art. 2, clause 2.1, or if this declaration is incomplete.
- e. lacking one or more annexes/documents.
- f. the Curriculum vitae is not duly dated and signed.

Defects referred to at letters b) (only for a missing date), d), e) and f) are subject to the procedure for remedying deficiencies and will be communicated to the email address indicated by the candidate, within a deadline fixed by AICS Beirut.

In case of failure to meet the requirements, AICS may also dispose at any time, also following the possible signing of the individual employment contract, with consequent termination of the same, the removal of the candidate from the ranking.

AICS assumes no responsibility for any communications sent by the candidate to AICS or sent from AICS to the candidate, to the email address indicated in the application, but not received for any reason and at any stage of the recruitment and hiring procedures.

4. EVALUATION OF QUALIFICATIONS AND INTERVIEWS

4.1 Preliminary compliance checks

Once the deadline for the application to this vacancy announcement as well as the deadline possibly set with regards to the procedures for remedying deficiencies have expired, AICS Cairo Head of Office (the responsible for the whole procedure), evaluates the admissibility of each application with regards to the fulfillment of the essential requirements and the absence of conditions for exclusion.

The list of eligible candidates is published on the AICS website and does not require further communications to candidates, both admitted and excluded.

The Evaluation Committee is appointed by AICS Cairo Head of Office following the expiry of the deadline of the present vacancy announcement.

4.2 Evaluation

The Evaluation Committee evaluates the eligible applications by assigning an overall score of maximum **30 points** for each candidate, according to the methods specified below. The scores are assigned without using decimals.



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QUALIFICATIONS (max 15 points)

- Relevance and pertinence of the professional experience, wherever acquired, suitable for the fulfillment of the assignment (max 7 points).
- Relevance and pertinence of the professional experience, acquired in an AICS office, suitable for the fulfillment of the assignment (max 3 points).
- Language and IT skills (max 2 points).
- Other qualifications of professional skills relevant for the fulfillment of the assignment (max 3 points).

INTERVIEW (max 15 points)

The candidates admitted to the selection are invited, via email, for an interview following which a maximum score of **15 points** is attributed.

The interview takes place at AICS Cairo premises or remotely (in audio-video connection), at the candidate's choice, in the language indicated as an essential requirement by the vacancy announcement (even more than one if applicable).

The interview, which may also include technical-practical tests, is aimed at assessing the candidate's wealth of knowledge and experience, the skills to carry out the assignment in question, the required language skills, interpersonal skills and anything else deemed necessary to evaluate the candidate's profile with respect to the position to be filled.

Failure to attend the interview on the date and time set, in the absence of valid reasons (which are in any case subject to the unquestionable evaluation of the Committee with regards to their eventual acceptance or rejection), is considered as a renouncement by the candidate to proceed with the selection.

Candidates are not entitled to reimbursement of any expenses incurred to support the interview.

5. RESULTS OF THE SELECTION

Candidates scoring at least 10/15 points in the framework of the interview will be included in the final ranking of endorsed candidates.

The ranking is drawn up in descending order of the overall scores obtained by the candidates for their qualifications and interviews. In the event of an equal overall score, precedence is granted to the candidate who obtained the highest score in the interview and, in the event of a further tie, to the candidate of younger age.

The ranking is published on the AICS website and does not require further communication to candidates. The ranking remains valid for one year: AICS Cairo office has the right to extend the validity period of the ranking for a further year in case of specific and justified needs related to the implementation of the Programme. In case of renouncement of the selected candidate or early termination of the contract, the



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office can proceed down the ranking, if the necessary financial resources are available.

The selected candidate will be invited by AICS Cairo to submit the necessary documentation for the completion of hiring procedures.

In any case, the employment contract will not be signed with a selected candidate whose age is higher than the one fixed for retirement by the social security law(s) to be applied in relation to the specific situation of the candidate, or if such age will be acquired within the established term of the same contract.

6. PERSONAL DATA

By submitting the application, the candidate gives his/her unambiguous consent to the processing of his/her personal data, including sensitive data, by the staff assigned to the custody and storage of applications, and to their use for the purpose of the selection process. The responsible for the processing of personal data is the AICS Cairo Head of Office.

The processing of personal data for the purposes of admission to the examination tests and possible hiring will be based on the principles of lawfulness, correctness, and transparency to protect the fundamental rights of natural persons.

For these reasons, the following information is provided:

1. The joint data controllers are the Director of AICS and AICS Cairo Head of Office.
2. For any questions or complaints regarding the processing of personal data, the interested party can write to the Data Protection Officer/Personal Data Protection Officer (DPO) of AICS, at the email address: dpo@aics.gov.it.
3. The personal data processed have as sole purpose the admission to the examination tests for candidates and the management of the employment for the selected candidate.
4. Data processing is carried out by specifically appointed personnel.
5. The personal data of the selected candidate will be communicated to the persons/institutions required by Italian and local legislation: lawyers of trust for defense before the local court, private insurance companies for the obligations referred to in the art. 158 of the Italian Presidential Decree no. 18/1967; INPS, INAIL, local social security/welfare bodies, local authorities for any necessary obligations.
6. For non-selected candidates, in the absence of other regulatory references, the data will be deleted 5 years after the end of the selection procedure, taking into account the articles no. 157, 161 and 317 of the Italian Penal Code, while for reasons of legal security, the data of the selected candidates are kept in their respective personal files for a period pursuant to art. 68 of the Italian Presidential Decree no. 445/2000.
7. The interested party may request access to his/her personal data and, with regards to the conditions established by current legislation, their rectification. Within the limits of the law and without prejudice to the consequences of the administrative process, he/she can also request the limitation of processing of data or the opposition to their treatment. In these cases, the interested party must contact the AICS office in Beirut, copying AICS's DPO in the communication.
8. If you believe your rights have not been respected, a complaint may be submitted to the Data Protection Officer/Personal Data Protection Officer (DPO) of AICS. Alternatively, a complaint



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may be submitted to the Italian Data Protection Authority (“*Garante per la protezione dei dati personali*”), e-mail: garante@gpdp.it, PEC: protocollo@pec.gpdp.it.

7. SUSPENSIVE CLAUSE

The AICS Office of Cairo reserves the right to revoke this vacancy announcement or not to proceed with the hiring of the selected candidate for justified organizational and/or financial reasons.

AICS Cairo Head of Office
Martino Melli



**Martino
Melli**
23.01.2024
13:31:52
GMT+02:00

THIS VACANCY ANNOUNCEMENT HAS BEEN PUBLISHED ON AICS CAIRO WEBSITE ON 24/01/2024.

