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



PROFESSIONAL VACANCY ANNOUNCEMENT NO. 02/EG/2021

PROFILE:

LOCAL Financial and Administrative Officer

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 th 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 **Financial and Administrative Officer** of the Programme Management Unit responsible for the implementation of the Italian component 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)¹.

The MEPEP (hereafter called “action”) 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

¹ 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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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-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 will be assigned to a TVET provider already operating in the country with an extensive experience in delivering innovative and alternative TVET, to be selected through a call for proposal. The Italian Agency for Development Cooperation (AICS) - Cairo Office will work 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.

TERMS OF REFERENCE

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

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

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

Expected start date of employment: April 2021.

1. KEY FUNCTIONS

The Financial and Administrative Officer assists the Team Leader in in the financial reporting of the Action’s budget. The Financial Assistant reports to the Team Leader and acts in close coordination with Financial and Administrative Officer of the EU Coordination Initiative for clearance and verification purposes.

In particular, the Financial and Administrative Officer will:

- Ensures proper administrative implementation of the Delegation Agreement in relation to the application of the EU financial instrument of reference and the accounting procedures required in close coordination of the Financial and Administrative Expert of the EU Coordination Initiative;
- Ensure the financial management of the EU-funding flows and carry out the following tasks: registration of inbound and outbound flows, the accounting and payment of expenditure, financial monitoring of expenditure trends and reporting, currency movements and contract registration, in the dedicated accounting system(s) and elaborates related reports;
- Initiates expenditure execution operations with regards to procurement and grant contracts signed by AICS Director;
- Support in the performance monitoring of procurement contracts and grant agreements and check their accounts in close coordination with the Financial and Administrative Expert of the EU Coordination



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Initiative;

- Supports in the financial monitoring of grants and verifies the grant beneficiaries' financial statements and assists grant beneficiaries in their expenditure reporting processes in close coordination with the Financial and Administrative Expert of the EU Coordination Initiative;
- Prepare the annual and final financial reports and supports the Team Leader in any other financial reporting task and during the Audit procedures in coordination with the Financial and Administrative Expert of the EU Coordination Initiative;
- Contributes to AICS expenditure reports and prepares the requests for payment to accompany each Annual Report to the EU in close coordination Financial and Administrative Expert of the EU Coordination Initiative;
- Performs 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.

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. Bachelor level university degree in Business Administration, Economics, Law (level 6 European Qualification Framework EQF). Other degrees (level 6 or 5 European Qualification Framework EQF) may be accepted when matched with highly qualified professional experiences in the administrative and financial management of projects in the humanitarian and/or development sector;
4. At least 4 years of relevant professional experience working with international organizations, governmental and/or non-governmental aid bodies in Accounting / Procurement / Finance and Administrative position.
5. At least 2 years of working experience in grant management and tender processes, thorough knowledge of rules, regulations and procedures in use by the EU (e.g. reporting obligations; PRAG) in developing countries with international organizations, governmental and/or nongovernmental;
6. Proficient English user (C1 Level - Common European Framework of Reference);
7. Proficient in written and spoken Arabic (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:



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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. Intermediate Italian user (B1 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, grant and tender processes, and knowledge of rules, regulations and procedures in use by the EU (e.g. reporting obligations; PRAG);
5. Similar professional experience carried out in the country indicated in this vacancy notice;
6. Previous experience in the accounting system of AICS.

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. 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.

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 03rd March 2021 at 11.00 am (Cairo time). The subject of the email must contain the vacancy announcement reference 02/EG/2021.

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;



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c. Application 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. The exclusion is communicated to the candidates concerned.

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 (Max 70 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.

Education - up to 10 points:

- 6 points for the education qualification requested – ref. 2.1.3.
- 2 points for each preferred qualification for a max. 4 points - ref. 2.2.1.

Language skills - up to 10 points:

- 4 points for C1 – ref.2.1.6.
- 3 points for C1, 4 points for levels above C1 – ref.2.1.7.
- 2 point for Intermediate Italian user (B1 Level - Common European Framework of Reference) - ref. 2.2.2.

Professional experience – up to 40

- 14 points for at least 48 months of relevant professional experience working with international organizations, governmental and/or non-governmental aid bodies in Accounting / Procurement / Finance and Administrative position, 2 points for each semester after 48 months for a max. of 6 points - ref.2.1.4.
- 14 points for at least 24 months of working experience in grant management and tender processes, thorough knowledge of rules, regulations and procedures in use by the EU (e.g. reporting obligations; PRAG) in developing countries with international organizations, governmental and/or nongovernmental; 2 points for each semester after 72 months for a max. of 6 points - ref.2.1.5.

Assessment of preferred requirements – up to 10 points

- 2 points for each year of professional experience at the Directorate General for Cooperation at Development and / or the Italian Agency for Development Cooperation for a maximum of 4 points - ref.2.2.3.
- 1 point for each year of previous experience managing EU-funded projects, grant and tender processes, and knowledge of rules, regulations and procedures in use by the EU (e.g. reporting obligations; PRAG) for a maximum of 2 points – ref.2.2.4.
- 1 point for each year of professional experience carried out in the country indicated in this vacancy notice and/or in fragile states for a maximum of 2 points - ref. 2.2.5.
- 1 point for each year of previous experience in accounting system of AICS for a max. of 2 points ref - 2.2.6.

INTERVIEW (Max 30 points)

Only candidates scoring minimum 40 points under “Education/Language skills/Professional experience” 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 takes place via video conference (e.g. Skype). 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



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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 scoring

Candidates scoring at least 60 points at the end of the process will be included in the final list of retained candidates (valid for the duration of the Programme).

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 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 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.

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 1 month 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 or delay the recruitment process at any stage and at its own discretion.

Cairo, 15.02.2021


Martino Meli
Head of AICS Cairo

