



Funded by the European Union



**“Stemming Irregular Migration in Northern and Central Ethiopia - SINCE”
Programme Funded by the European Union and managed by the
Italian Ministry of Foreign Affairs and International Cooperation
[Delegation Agreement No. T05-EUTF-HOA-ET-02]**

PROFESSIONAL VACANCY ANNOUNCEMENT N. 002/SINCE/2020

Programme Coordinator – Local contract

In accordance with the Italian Law 167/2017, art. 27, co. 1, the Embassy of Italy in Addis Ababa needs to recruit a **Programme Coordinator** in the framework of the Programme “Stemming Irregular Migration in Northern and Central Ethiopia - SINCE” (hereafter referred to as “the Programme”), financed by the European Union Trust Fund for Africa and managed by the Italian Ministry of Foreign Affairs and International Cooperation, through the Embassy of Italy in Ethiopia (hereafter referred to as “the Employer”).

1. PROGRAMME DESCRIPTION

The Programme falls within the first priority domain of the Valletta Action Plan, namely 'Development benefits of migration and addressing root causes of irregular migration and forced displacement' – Investing in development and poverty eradication, specifically to boost socio-economic opportunities.

The aim of the Programme is to create greater economic and employment opportunities, especially for young people and women, with a focus on rural towns and urban areas, particularly Addis Ababa, in the most migration-prone regions (Amhara, Tigray, Oromia, SNNP) of Ethiopia. The target of the Programme is migrants, potential migrants and returnees.

2. CONTRACT TYPE AND DURATION

The employment contract will be for a “definite period” (according to the Ethiopian law) and will last until 31 March 2021.

The employment should start indicatively on 16 November 2020.

3. DUTY STATION

Addis Abeba, with expected approved travels to all the Programme implementation areas.

4. WORKING HOURS

The office working hours for the Programme staff are 8 hours per day and 40 hours per week.

The office working time is flexible according to the needs and demands of the Employer.

Tentative working hours are as follow: Monday to Friday, from 08:30 to 13:00 and from 14:00 to 17:30

5. REMUNERATION

The monthly gross salary will be calculated on the basis of the experience and professional qualifications and will indicatively range from EUR 4,863 to 6,781.

In addition, the employee will receive indemnities for the cost of living and for the specific country risk as established in the AICS Joint Committee regulation 101 of 19.11.2019, applicable to this this selection and recruitment procedure.

6. KEY FUNCTIONS

The Programme Coordinator will carry out his/her duties and responsibilities under the supervision of the Head of Mission and in coordination with the Head of the Addis Ababa Office of the Italian Agency for Development Cooperation. He/she will be in charge of the Programme Management Unit with the final aim of implementing the Programme by coordinating activities and monitoring the achievement of the expected results.

In particular, the Programme Coordinator will be directly responsible of:

- Ensuring the overall technical and administrative management of the Programme.
- Liaising with the concerned stakeholders at central and local level (e.g. line Ministries and Regional authorities).
- Preparing the Term of Reference (ToR) for the selection of short and long term local experts and participating, when requested, in their selection.
- Managing the Programme's budget.
- Coordinating the technical formulation of tenders and calls for proposal of grants, services, works and supplies' contracts jointly with the Finance and Contract Administrator.
- Monitoring the technical and financial aspects related to the endowed contracts.
- Ensure the timely preparation of all technical and financial reports as requested by the EU and MAECI-DGCS.
- Assisting external technical and evaluation missions, including auditing, and organizing all the documentation required.
- 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.
- Contributing to the update of the communication and visibility Programme's plan.
- Performing any other activities required for the correct implementation of the Programme.

7. QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCES

Essential requirements

All applicants should have a proven record of the following:

- University master degree or equivalent (ISCED 7).
- At least 10 years of relevant professional experience in international cooperation projects with international organizations and/or governmental and non- governmental bodies.
- At least 5 years of previous experience as Team Leader / Programme Coordinator in socio-economic development programmes with managerial and coordination responsibilities.
- Proven knowledge of the procedure of the Italian Development Cooperation, as well as European Union's procurement procedures (PRAG), also covering EU funds management.
- Knowledge of the following languages:

- Italian (C2 level in the Common European Framework of Reference for Languages)
- English (C1 level in the Common European Framework of Reference for Languages)
- Proficiency in the use of Microsoft Office applications;

Preferred requirements

- Experience in management of EU Delegation Agreements.
- Knowledge of the EU initiative funding the Programme.
- Post-graduate degrees (Specialization-Master-Doctorate).
- Working experience in the preparation and revision of tender documents.
- Experience in collaborating with national and local Government bodies related to the Programme sector of intervention, as well as other international/national counterparts, NGOs and donors, especially the EU.
- Experience of Project Cycle Management in regards to socio-economic development projects and programmes.
- Specialized courses related to the international cooperation.
- Previous experience in the Country indicated in this vacancy.
- Being immediately available to hold the appointment.

8. EVALUATION OF APPLICATIONS

All the candidates will be evaluated by an Evaluation Committee, appointed by the Ambassador of Italy to Ethiopia, on the basis of the following criteria:

Education, experience, competencies and preferred requirements (Max 70 points)

Verification of the possession of the essential and preferential requirements according to the documentation presented by the candidate, with particular reference to the academic titles obtained and the professional experience gained.

Candidates scoring at least 50 points will be included in the shortlist and will be invited for an interview.

Interview (Max 30 points)

The interview will be carried out through audio/video connection (e.g. Skype), or at the premises of the Italian Embassy in Addis Abeba.

No reimbursement will be granted to those travelling to Ethiopia for the interview.

The oral interview will verify if the candidate possesses the required skills and knowledge as well as will assess the proficiency in the languages required. The oral test will be conducted in Italian and English

Candidates scoring at least 65 points at the end of the process will be included in the final list of endorsed candidates valid for a period of 12 months.

Youngest candidates will be preferred in case of a final equal score.

9. HOW TO APPLY

The submission of the application duly signed should indicate the number of the vacancy announcement. The application should be written in English and include the attached Legally Binding Statement (according to the art. 46 of Italian D.P.R. 28.12.2000 n. 445), indicating:

- a. Surname, name, date and place of birth.
- b. Residence.

- c. Citizenship.
- d. Full possession of civil and political rights
- e. Absence of conviction in any criminal offence or under any criminal or administrative proceeding either in Italy and abroad.
- f. Not having being dismissed for fault from employment by a Public Administration.

Any false declaration will incur on penal sanctions according to the article 76 of Italian D.P.R. 28.12.2000, n. 445.

The submission of the application, duly signed, should indicate the number of the vacancy announcement. The application should be written in English and include the following documents:

1. Curriculum Vitae in English, in Europass format, duly signed and clearly indicating educational and professional experiences relevant for the position.
2. Copy of the University Degree certificate.
3. Copy of valid passport.
4. Motivation letter in English (max one page), including a clear mention of the profile applied for.
5. A declaration to be immediately available to hold the appointment.
6. The Legally Binding Statement duly signed.

The applicant should also provide a telephone number and an email address for communications.

No other document than the ones listed above should be submitted at the time of the application.

Further documentation might be requested in order to finalize the selection process.

The applicant must communicate any changes occurring after the submission of the application for this vacancy.

The signed application and all attachments, **with a total weight of maximum 1 MB**, should be received **before 8:30 EAT of 4 August 2020** at the following email: sinceprogrammeapplications@gmail.com, clearly indicating in the subject the code: **002/SINCE/2020 – Programme Coordinator**, or should be delivered by hand to:

SINCE Programme Office
Embassy of Italy in Addis Ababa
Villa Italia, Kebena, PO Box 1105
Addis Abeba

10. EXCLUSION FROM SELECTION PROCEDURES

The following applications will be excluded from the selection procedures:

- a) Applications by candidates whose prerequisites prescribed in the paragraph 7 of this vacancy announcement are not fulfilled;
- b) Applications that are incomplete, not in the required format or not duly signed by the applicant;
- c) Applications submitted after the deadline set by paragraph 9 of this notice.

11. PROTECTION OF PRIVACY


By presenting their application, candidates are giving consent to the treatment of their personal data by the personnel assigned to the custody and use of the applications received for the purpose of this selection process, in compliance with Regulation (EU) 2016/679 and Italian Law.

12. PROTECTION CLAUSE

At any stage of the selection process the Embassy of Italy in Ethiopia has the right at his own discretion to not entrust the work assignment related to the present vacancy announcement.

This vacancy announcement is posted on the website of the Embassy of Italy in Ethiopia and of the Italian Agency for Development and Cooperation.

Addis Ababa, 15 July 2020


Arturo Luzzi

Ambassador of Italy to Ethiopia

