

**VACANCY ANNOUNCEMENT FOR THE SELECTION OF A FIXED-TERM EMPLOYEE
AT THE ITALIAN AGENCY FOR DEVELOPMENT COOPERATION – JERUSALEM
OFFICE**

VACANCY CODE: 03/AICSGERUSALEMME/2020

Job title: Humanitarian Programme Manager – AID 11806

Relevant norms:

Italian Law 11 August 2014 n. 125 “*Disciplina generale sulla cooperazione internazionale per lo sviluppo*”.

MAECI (Ministry of Foreign Affairs and Development Cooperation) Decree 22 July 2015 n. 113 “*Regolamento recante “Statuto dell’Agenzia italiana per la Cooperazione allo Sviluppo*” with specific reference to section 3, art. 11, para. 1, letter c).

Decision CC (Joint Committee for International Development Cooperation) n. 101 - 19 November 2019.

**AICS JERUSALEM OFFICE
ANNOUNCES**

The opening of a selection procedure to hire a Humanitarian Programme Manager.

1. DETAILS AND OBJECTIVES OF THE POST

Job title: Humanitarian Programme Manager

Duty Station: Jerusalem

Type of contract: Fixed-term contract (local law)

Gross salary range: between 58,360 and 81,370 EUR (plus cost of living and country risk increase)

Length: between 4 and 6 months depending on salary range

Start date: April 2020

Objectives: under the supervision of AICS Jerusalem Representative, manage and monitor AICS funded humanitarian programmes and projects, implemented by CSOs and international organizations, including UNRWA. Plan and develop project/programme proposals in the humanitarian sector in Palestine.

Duties and Responsibilities:

- Draft Calls for Proposals for CSOs;
- Follow the assessment of CSOs projects;
- Draft general operational plans (POG) and relevant no-cost extensions and/or amendments;
- Monitor the implementation of projects awarded to CSOs;

- Check and process narrative and financial mid-term and final reports of CSOs' projects;
- Draft triannual programme reports for HQ humanitarian department (Ufficio VII);
- Assist AICS Jerusalem Representative on the humanitarian portfolio, including assistance at meetings related to programmes and projects of international organizations, including UNRWA;
- Monitor projects awarded to international organizations working in the humanitarian sector;
- Participate in coordination meetings with other donor agencies;
- Draft project/programme proposals in the humanitarian sector;
- Any other duty as instructed by AICS Jerusalem Representative.

Interdiction to conduct other activities

It is prohibited to hire someone who has conducted entrepreneurial activities in the relevant country in the past three years and must not have conflict of interest that could affect his/her impartiality, pursuant to art. 53 of legislative decree n. 165/2001, as amended by law n. 90/2012 and by AICS Ethical and Behavioural Code mentioned at the paragraph n. 7. AICS reserves the right to verify, under penalty of exclusion from the selection procedure, the truth of what has been stated by the successful applicant.

2. REQUIREMENTS

2.1 Essential requirements

- a) age under 65 years at the date of signing the contract;
- b) physical ability to work;
- c) at least 5 years of relevant experience working in humanitarian aid and/or human rights, including at least 3 years of relevant experience in managing international cooperation projects/programmes;
- e) fluency in written and spoken English (C2);
- f) effective knowledge and use of main computer tools;
- g) advanced university degree [master (*laurea specialistica*)] in political science/international relations, law, international development cooperation.

2.2 Preferred requirements

- Fluency in written and spoken Italian (C2)
- *post-lauream* degree in relevant subjects
- sound knowledge of fundamental principles of international law, specifically international humanitarian and human rights law and/or refugee law;
- significant experience in working with a variety of partners, including civil society, the government, the UN, and international organizations;
- previous experience in protection;
- previous experience in the Middle East;
- publications on relevant topics;
- written and spoken Arabic (B1).

3. SUBMISSION OF APPLICATIONS

3.1 Applicants are asked to submit a self-declaration (*dichiarazione sostitutiva di certificazione*) pursuant to art. 46 and 47 of Presidential Decree (DPR) 445/2000 stating the following:

- a) family name, name, date and place of birth;
- b) residence;
- c) citizenship;
- d) enjoyment of civil and political rights;
- e) absence of any criminal conviction or precautionary measures (*misure di prevenzione*) and criminal or fiscal/auditing legal proceedings (*procedimenti contabili*) in Italy and abroad;
- f) absence of any dismissal from any public administration body, in Italy and abroad;
- g) physical ability to work.

If the declaration is not truthful, the applicant will face criminal sanctions pursuant to art. 76 Presidential Decree (DPR) 445/2000 and will be dismissed from the job and any other advantage deriving from the untruthful declaration will be nullified.

3.2 The applicant must attach the following:

- a) Copy of a valid ID;
- b) Curriculum vitae in Europass format, including date, signature and authorization to process personal data;
- c) Signed and dated self-declaration (*dichiarazione sostitutiva di certificazione*) mentioned in paragraph 3.1.

Applicants should specify address, telephone and email to be used for the selection procedure. Otherwise AICS will use the residence details. During the selection procedure applicants should communicate any changes in their contact details.

Signed applications and attachments mentioned at paragraph 3.2 should be submitted, under penalty of exclusion, in PDF format, within 12:00 noon on 19/02/2020 at the following email address: job.aics@itcoop-jer.org. The subject should read: 03/AICSGERUSALEMME/2020.

4. CAUSES FOR EXCLUSION

The following are causes for exclusion from the selection procedure:

- a) lack of essential requirements (para 2.1);
- b) reception of submission beyond the deadline or lack of one of the details specified in paragraph 3.1;
- c) absence of signature on self-declaration (para 3.1).

5. EVALUATION

Following the vacancy announcement deadline, AICS Director or AICS Jerusalem Representative, upon AICS Director's mandate, appoints an Evaluation Committee which assesses the admissibility of applications according to the above-mentioned essential requirements and causes for exclusion. Exclusion is communicated to the relevant applicants.

After, the Committee evaluates applications by assigning them on a maximum of 100 points, as follows:

QUALIFICATIONS: up to 70 points

- Additional qualifications on top of essential requirements: up to 15 points;
- languages: up to 10 points;
- professional experience: up to 45 points.

INTERVIEW: up to 30 points

Applicants who obtained at least 40 points for their qualifications are interviewed for a maximum of 30 points. The interview takes place at AICS Jerusalem office or, if the applicants cannot attend physically, via audio-video connection. The interview will take place in English and Italian and it aims to assess knowledge and experience of the applicants, as well as their suitability for the post and their language skills. The invitation to take part in the interview is sent via email to the address specified in the application by each applicant. Applicants are not entitled to reimbursement of expenses incurred in order to attend the interview.

After the interview, the Evaluation Committee drafts a list (in ascending order) of the applicants who obtained at least 60 points.

6. RESULTS

The applicant with the highest score in the list will be notified via certified email (PEC). The list is valid for one year and can be extended for an additional year due to reasons related to the implementation of the relevant project/programme. If the successful applicant declines the job offer or the contract is ended by one of the parties before its expiry date, AICS Jerusalem office can use the same list, upon availability of funds.

In case two or more scores are tied, the youngest applicant is preferred.

The list is published both on AICS field office and on AICS HQ websites.

7. PERSONAL DATA

By submitting their applications applicants agree to have their personal data processed by the staff who is required to collect and maintain the applications and to have it processed according to the aims of the selection procedure.

AICS Jerusalem Office Director/Representative is the data controller.

8. SAFEGUARD CLAUSE

AICS Jerusalem reserves itself the right to withdraw the vacancy announcement for justified organizational and financial reasons.

JERUSALEM, 05-02-2020

