

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

VACANCY CODE: 10/AICSGERUSALEMME/2020

Job title: Administrative Assistant 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 an Administrative Assistant.

1. DETAILS AND OBJECTIVES OF THE POST

Job title: Administrative Assistant

Duty Station: Jerusalem

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

Gross monthly salary: 2.500 Euro per month

Length: 12 months (including 3-month probatory period)

Start date: October 2020

Objectives: under the supervision of AICS Jerusalem Representative and in collaboration with the Administrative Manager, support the Administrative team in the day to day duties, payments, filing, expenses monitoring.

Duties and Responsibilities:

- Assist the finance-administrative department in bookkeeping entry, currency movements and keep update the accountings;
- Assist the finance-administrative department in managing the financial activities (bank transfer, bank statement etc.);
- Assist the finance-administrative department in preparing the financial reports;

- Assist the finance-administrative department in dealing with the local job consultant for the local staff contracts and salary slips;
- Assist the Legal/Admin/Fin/Proc Officer to prepare and/or translate internal documents such as official letters, progress reports, quotations ect.
- Assist the finance-administrative department in preparing the tender documents for the procurements of the office supply and services;
- Take care of the logistic issues needed for the Jerusalem' office daily life, by coordinating the distribution activities, transportation, inventory, maintenance of equipments and infrastructures;
- Perform any other tasks required by AICS Jerusalem Head of Office.

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 or has a conflict of interests 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 paragraph n. 7. AICS reserves the right to verify, under penalty of exclusion from the selection procedure, the truth of the successful applicant's statements/declarations.

2. REQUIREMENTS

2.1 Essential requirements

- age under 65 years at the date of signing the contract;
- physical ability to work;
- Bachelor's degree (preferably master's degree)
- At least 3 years of relevant professional experience with the above mentioned tasks;
- full professional proficiency in English (C1) and Arabic (C2)
- Proficiency in computer skills (Office package, especially Excel)

2.2 Preferred requirements

- significant experience in working on projects/programmes funded by AICS/Italian Cooperation;
- Knowledge of the management mechanisms of programs funded by the Italian Agency for Development Cooperation;
- Hebrew and above all Italian are considered assets
- Previous professional experience in the country covered by the assignment.
- Good ability to work in a team, in a multilingual and multicultural environment;
- Excellent planning and organizational skills
- Good skills in managing stress and work pressure. previous experience in the Middle East.

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 (in English or Italian), 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 their 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, no later than 12:00 (Jerusalem time) on 24/09/2020 at the following email address: job.jer@aics.gov.it. The subject should read: 10/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

After the deadline for applications, AICS Jerusalem Representative 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.

Next, the Committee evaluates applications by assigning them 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 15 points;

- Professional experience: up to 40 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 it aims at 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, 9 September 2020

Head of Field Office
AICS Jerusalem
Cristina Natoli

