

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

VACANCY CODE: 11/AICSGERUSALEMME/2020

**Job title:** Administrative Officer – 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 Officer

**1. DETAILS AND OBJECTIVES OF THE POST**

**Job title:** Administrative Officer

**Duty Station:** Jerusalem

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

**Annual Gross salary range:** between 69,600 and 98,000 EURO (depending on the work experience)

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

**Start date:** October 2020

**Objectives:** under the supervision of AICS Jerusalem Head of Office and in collaboration with the Administrative Manager, support the administrative team in the administration and account keeping of Aics Jerusalem office.

**Duties and Responsibilities:**

- Follow and manage the administrative and accounting aspects of the local funds in the framework of the present Italian Law of the Public Administration;
- Elaborate periodic financial and administrative reports (monthly progressive reports, cash flow, etc);
- Prepare the periodic accounting/cash/bank balance;

- prepare the tender documentation for works and supplies and maintain the contacts and the relationships with the companies working with AICS Jerusalem in the framework of the Programmes directly managed by AICS;
- manage the inventory of AICS Jerusalem's assets;
- check the intermediate and final financial reports of the OSC claiming for the tranche payments as foreseen in the related agreements;
- check the correct administrative procedures in the supplies, works and services of AICS Jerusalem office;
- collaborate, in the preparation of Variations to the Operational Plan of the Programmes, in the reporting and the other related administrative needed documents;
- prepare the reporting documents as foreseen by the AICS Regulation;
- Any other duties as requested 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**

- a) Age under 65 years at the date of signing the contract.
- b) Physical ability to work.
- c) Degree in Economics, Political Sciences, Statistical and Mathematical or related subjects. Equivalences published on the website of the Ministry of Education, University and Research [www.miur.it](http://www.miur.it) are also considered. The academic qualifications obtained abroad must be equivalent to those obtained in Italy. The candidate must provide in the application the details of the recognition of the qualification. Other degrees (old system or master's degree) will also be considered if accompanied by a post-graduate degree (II level Master's or Doctorate) in Economics
- d) documented professional experience for a minimum of at least 2 years in the management of cooperation projects and / or with NGOs / UN agencies / other donors in the health sector in developing countries;
- e) excellent knowledge of the English language at level C1 of the Common European Framework of Reference for the knowledge of languages (CEFR) and excellent knowledge of the Italian language at level C2 of the Common European Framework of Reference for the knowledge of languages (CEFR);
- f) Proficiency in the use of Microsoft Office applications.

### **2.2 Preferred requirements**

- a) Written and spoken Arabic and Hebrew (B1);
- b) Previous working experience with AICS;

- c) Significant experience in working on projects/programmes funded by AICS/Italian Cooperation;
- d) Previous working experience in double-entry bookkeeping accounting systems (in particular Sigov and GecoproWeb);
- e) Good ability to work in a team, in a multilingual and multicultural environment.
- f) Good skills in managing stress and work pressure.previous experience in the Middle East.

## 2. 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 27/09/2020 at the following email address: [job.jer@aics.gov.it](mailto:job.jer@aics.gov.it). The subject should read: 11/AICSGERUSALEMME/2020.

#### **4. CAUSES FOR EXCLUSION**

The following are causes for exclusion from the selection procedure:

- a) lack of essential requirements (par 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 (par 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.

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 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 email. 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 Head of Office 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, 11 September 2020

Head of Field Office

AICS Jerusalem

Cristina Natoli

*Cristina Natoli*



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