



## **Programme “Technical support for delegated cooperation initiatives in Egypt”**

### **PROFESSIONAL VACANCY ANNOUNCEMENT N.07/EG/CAIRO/2020 Coordinator (EU portfolio in Egypt)**

#### **1. General Information**

Title: Coordinator (EU portfolio in Egypt)

Location: Cairo, Egypt

Duration of assignment: 12 months renewable

Initial date: February/March 2021

Notification of short listed candidates: December 2020/January 2021

Contracting Authority: Italian Agency for Development Cooperation AICS – Cairo

#### **2. Introduction**

Currently, in the portfolio of the Italian Cooperation there are three delegated cooperation programs. The first is the "EU Joint Rural Development Program (EU-JRDP)", funded by the European Union for a value of approximately 22 million euros and implemented by MAECI-DGCS in three Governorates (Minia, Fayoum and Matruh) which has administrative ownership, with technical support from the AICS headquarters in Cairo. The second is in the approval phase, with the title “Multi-Educational Program for Employment Promotion, in Migration-Affected Areas - MEPEP”. This is an initiative lasting 36 months for an estimated value of 6 million euros, which is part of the actions of the Program "Enhancing the response to the challenges of migration in Egypt" (ERMCE) of the Emergency Trust Fund of the European Union for stability and the fight against the root causes of irregular migration and the phenomenon of displaced persons in Africa (the so-called Valletta Trust Fund). The third Initiative “EU-Zira3a- EU Integrated Rural Development Programme for Egypt” is in pipelines and expected to start during 2021, the Initiative is financed by the EU for an amount of Euro 24 Million and focus on improving and enhancing the socio-economic situation of the rural communities in Assiut, Sohag, and Damietta Governorates.

AICS Cairo intends to recruit a Coordinator (EU portfolio in Egypt) with the aims to: a) assure the proper closing of the on-going initiative, which might be subject to evaluation and audit requirements also after the closure of the EU-JRDP; b) guarantee the completion of the on-going negotiation procedures for the projects which are not yet started; c) start-up the works of the PMU; d) the monitoring of the projects as Operational and Financial Verifier;) provide the proper assistance to AICS Director in relationship with donor and other partners; f) contribute to the development of new delegated cooperation initiatives in Egypt.

The "Technical support for delegated cooperation initiatives in Egypt" program is therefore necessary to guarantee qualified technical assistance to the AICS offices and to the Italian diplomatic representations in Egypt for the management of the interventions financed through the delegated cooperation of the Union European. The possibility of having specialized human resources will also make it possible to promote the work of the Italian Cooperation in the areas of intervention in terms of visibility and communication.

### **3. Duties and responsibilities**

In accordance with the foregoing, the Coordinator is required to support the AICS/Cairo Director in undertaking the needed verification (including legal, financial and administrative) during the phase of the programme cycle management of on-going and future initiatives under indirect management with the EU as well as in liaising with the EU Delegation for planning and implementation purposes. Given the sensitive nature of the work of the Cooperation, discretion and confidentiality is essential. He/she will be directly responsible of :

#### **Operations**

- Supervising and facilitating audit and evaluation exercises (if any) carried out by the EU after the submittal of the final report by the PMU of the EU-JRDP.
- Guaranteeing the proper setting-up of future initiatives, including operational setting-up, grant and procurement plan, recruitment, and training of the staff.
- Supervising the financial and administrative expert and any additional local staff assigned by the AICS Director.
- Coordinating with the PMU team leader(s) for the proper implementation of project activities and uniformity of legal and administrative procedures.
- Monitoring of PMU as operational and financial verifier for the AICS, including controls over:
  - a) Need assessment and baseline studies required for the launching of call for proposals and call for tenders.
  - b) Dossier of call for proposals and call for tenders.
  - c) Ensure compliance with procedures (including PRAG, visibility requirements, conditions of contracts, etc.).
  - d) Proper implementation of the works of evaluation committees (acting as President on behalf of AICS Director if requested).
  - e) Prepare narrative and financial reports.

#### **Relationship with partners and HQ**

- If requested, representing AICS during events and/or periodical meetings with the EUD.
- Liaise with HQ for reporting and evaluation purposes.
- Supporting the institutional dialogue with the Egyptian Authorities, the EUD in Cairo, national and international partners.
- Contributing to the development of new delegated cooperation initiatives in Egypt.
- Carrying out any other relevant activity requested by the AICS Director in Cairo.

### **4. Requirements:**

#### **4.1 Essential Requirements**

##### **4.1.1-Education skills**

Minimum Bachelor's University degree in Law, Economic Sciences or similar field of studies. Other degrees will be considered when matched with highly qualified professional experience in the sector of intervention.

##### **4.1.2-Language skills**

English both written and spoken (Minimum C1 European level).

##### **4.1.3-Experiences and competences**

- a. Minimum 6 years of relevant professional experience (post-graduation) in the management of International development cooperation programmes.
- b. Minimum 3 years of relevant professional experience (post-graduation) in the management of EU funded programme as key expert.
- c. Solid experience in budgeting, planning and reporting on international funded projects and in the application of the "Procedures and practical guide (PRAG)" of the European Union of at least 3 years.
- d. At least 3 years of experience in the management of Italian and European procurement procedures.

e. Proficient in using computers including Microsoft programs, spread sheet, Email (outlook) and internet.

#### **4.2 Preferred requirements:**

- a. Previous experience of at least 3 years in the legal and financial management of grant and procurement contracts.
- b. Postgraduate courses and academic qualifications that have specific relevance to the functions to be performed under this assignment.
- c. Knowledge of Italian language.
- d. Knowledge of Arabic language.
- e. Working experience in Egypt.

#### **5. Evaluation of Applications**

The selection will be conducted by an evaluation commission composed by the representatives of the Italian Agency for Development Cooperation in Cairo, according to the following criteria for a total of 70 points:

- **CV (Max 70 points)**

**A- Education (10 Points, only related to the assignment), to be counted as follows:**

- Master Degree 4 points (above Bachelor Degree).
- Ph.D. Degree 5 points.
- Additional Course or Diploma 1 point.

**B - Languages (15 Points):**

- English Language C2 level 5 points.
- Italian language: C1 level, 5 points.
- Arabic Language: A1 level, 5 points.

**C- Experiences (40 Points):**

- Two points for each semester above what has been required in point 4.1.3a – for a maximum of 10 points;
- Two points for each semester above what has been required in point 4.1.3b – for a maximum of 10 points.
- Two points for each semester above what has been required in point 4.1.3c – for a maximum of 8 points;
- Two points for each semester above what has been required in point 4.1.3d – for a maximum of 6 points
- Two points for each semester above what has been required in point 4.2.a – for a maximum of 6 points

**D- Working Experience in Egypt for at least one year (5 Points).**

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

Candidates scoring at least 42 points will be included in the shortlisted and will be invited for an interview.

- **Interview (Max 30 points)**

The interview will be carried out at the premises of the Italian Agency for Development Cooperation in Cairo, or if not possible, through an audio/video connection (e.g. Skype). No reimbursement will be granted to those travelling to Egypt for the interview. Youngest candidates will be preferred in case of a final equal score.

## **6. How to apply**

The application should include:

1. Signed and dated legal binding statement (here annexed as appendix 1).
2. A motivation letter (max. one page) explaining the main reasons of applying for this position dated and signed.
3. Europass Curriculum Vitae in English signed and dated by the applicant.
4. Copy of a valid ID/passport.

The applicant should also provide a telephone number and an email address for communications. The deadline for submitting the application is **30/11/2020 at 23:59 (Cairo time)**.

Applications must be sent to the following email address: [segreteria.ilcairo@aics.gov.it](mailto:segreteria.ilcairo@aics.gov.it)

We encourage applicants to submit the application well before the deadline date. The subject of the email must contain the vacancy announcement reference.

## **7. Exclusion from the selection procedures**

Applications containing the following defects will be not considered:

1. Applications not completed and/or missing all requirements described in the announcement.
2. Applications received after the deadline stated in this announcement.

## **8. Results of the selection**

The short-listed candidates will be informed of the initial result of the selection process by December 2020 and the interview process will take place during the month of December 2020 / January 2021.

## **9. Protection of Privacy**

The candidates will give their unambiguous consent to the use of their personal data for the purpose of this selection process (Italian d. lgs. n.33/2013) writing in the signed curriculum the following statement **“I give my unambiguous consent to the use of my personal data for the purpose of this selection process (Italian D.Lgs. n. 33/ 2013)”**.

## **10. Safeguard clause**

The AICS reserves the right to revoke the announcement for serious reasons, discretionally evaluated. The AICS Cairo office reserves the right not to proceed with the assignment due to the lack of candidates' adequate requirements or the availability of financial resources.

Appendix 1 - LEGALLY BINDING STATEMENT (ART. 46 ITALIAN DPR N. 445/2000)

i. Surname:

ii. Name:

iii. Date and Place of birth:

iv. Residence:

v. Citizenship:

vi. **Only for Italian citizen**: Municipality where the applicant is registered for the electoral roll:

vii. Absence of conviction in any criminal offence or under any criminal proceeding pending:

YES     NO

viii.: No involvement in current legal or penal action for crimes against Public Administration:

YES     NO

ix. Fully possession of political and civil rights.

YES     NO

x. Not having being dismissed for fault from employment by a Public Administration Office:

YES     NO

xi. Studies Certificate:

Date of issue:

Academic Institution:

(Signature)

(Date and place)

ANY FALSE DECLARATION WILL INCUR ON PENAL SANCTION ACCORDING TO ART. 76 OF ITALIAN DPR 445/2000 AND WILL EXCLUDE THE CANDIDATE FROM THE PROCEDURE OF SELECTION OR THE JOB ASSIGNMENT.