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DELPAZ - Manica and Tete Sub Programme  
Sub-Programme for the Provinces of Manica and Tete of "DELPAZ –  
Local Development for the Consolidation of Peace in Mozambique"  
FED/2020/419-61



## PROFESSIONAL VACANCY ANNOUNCEMENT NO. 1/AICSMAPUTO/2021

### INTERNATIONAL PROGRAMME COORDINATOR (TEAM LEADER)

#### Profile: Team Leader

**Programme:** "DELPAZ - Local Development for the Consolidation of Peace in Mozambique" (hereafter referred to as "the Programme"), financed by the European Union and implemented by the Italian Agency for Development Cooperation (AICS) for the Provinces of Manica and Tete.

#### Applicable regulations:

Law. of 11 August 2014 n.125, entitled "*Disciplina generale sulla cooperazione internazionale per lo sviluppo*".

The decree of the Italian Ministry of Foreign Affairs (MAECI) of 22 July 2015 n. 113 "*Regolamento recante - Statuto dell'Agenzia italiana per la Cooperazione allo Sviluppo - ed in particolare il capo terzo, articolo 11, comma 1, lettera c)*".

Resolution of the Joint Committee of 19 November 2019 n. 101 "*Criteri e modalità per la selezione di personale non appartenente alla Pubblica Amministrazione da assumere con contratto di diritto privato a tempo determinato disciplinato dal diritto locale di cui all'articolo 11 comma 1 lettera c) dello Statuto AICS*".

Mozambique's Labour Law n.23 of 1 August 2007.

The **AICS Maputo Regional Office** intends to recruit a **Team Leader** for the Programme Management Unit (PMU) responsible for the implementation of the Italian component of the Programme.

#### PROGRAMME BACKGROUND

The European Union's strong commitment to Mozambique's October 2019 Peace Agreement has motivated funding by the 11th European Development Fund for a comprehensive framework comprised by several interventions, including: (1) Disarmament, Demobilization and Reintegration (DDR), (2) National Reconciliation, (3) Decentralization, and (4) Socio-Economic Rehabilitation through support to livelihoods in conflict-affected areas (DELPAZ – Local Development for the Consolidation of Peace in Mozambique). The Sub – Programme for the Provinces of Manica and Tete of DELPAZ contributes to the implementation of the fourth pillar of the EU Programme.

The **overall objective** for this pillar is "**to contribute towards consolidation of peace at subnational levels in Mozambique**". The specific objectives reflect the two main components of the pillar: **local governance** (SO1, "to enhance inclusive local governance in selected provinces and conflict affected districts") and **economic recovery** (SO2, "to improve the livelihoods of rural communities in conflict affected districts,



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with a special focus upon women and disadvantaged groups”), focusing on Sofala, Manica and Tete Provinces. The implementation modalities established by the EU Delegation in Mozambique foresee Indirect Management with the United Nations Capital Development Fund (UNCDF) for SO1, and the Italian Agency for Development Cooperation (AICS) and the Austrian Development Agency (ADA) for SO2. These three Actions are funded under the same Description of EU Action Document (CRIS number: FED/MZ/2018/041-899) and will be implemented in close coordination under the same institutional umbrella.

AICS has been tasked with the implementation of SO2 in selected Districts of Manica and Tete Provinces. To this end, the AICS Action will work through local structures to enhance livelihood opportunities in six selected conflict-affected districts: 4 districts (Guro, Tambara, Barue and Macossa) in Manica and 2 (Moatize and Tsangano) in Tete. AICS Action will promote investments in climate-resilient small-scale infrastructure and agricultural technologies and practices aiming at increasing farmers’ resilience to climate change impacts, natural disasters and other crises, and encourage inclusive market-led initiatives. The expected outputs are: (2.1) Enhanced public investment and service provision in selected districts and rural municipalities; (2.2) Increased adoption of climate-smart and productivity-enhancing agriculture technologies and practices by conflict-affected communities; (2.3) Enhanced market integration and off-farm economic activities of conflict-affected communities.

## TERMS OF REFERENCE

**Duty station:** Maputo with short-term missions to Manica, Tete, Sofala and other Provinces, according to the security situation.

**Contract and Remuneration:** salary, benefits and other conditions are offered in accordance with AICS rules and regulations, in particular: "*Criteri e modalità per la selezione di personale non appartenente alla Pubblica Amministrazione da assumere con contratto di diritto privato a tempo determinato disciplinato dal diritto locale*" as provided for by the *Delibera CC n. 101* dated 19 November 2019 and will be determined on the basis of professional seniority, specific professional qualification and level of competence in relation to the responsibilities and specific tasks that the successful candidate will be required to perform.

**Duration:** 24 months – including a two-month probation period – with possible extension subject to needs, availability of funds, satisfactory performance and duration of the Programme.

**Expected start date of employment:** at the end of the recruitment process.

### 1. KEY FUNCTIONS

The **Team Leader** (Programme Coordinator - international long-term key expert) provides support to the AICS Regional Representative with regards to the implementation of the Action, and reports to him/her. The Team Leader shall be responsible for the technical management of the activities provided for in Annex I "Description of the Action" of the Contribution Agreement. He/she coordinates, from a technical point of view, the Programme Management Unit (PMU) in order to carry out the required activities and achieve the expected results.



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In particular, the Team Leader will:

1. Provide programme management support to the AICS Regional Representative and liaise with the EU Delegation, AICS Rome, Mozambican counterparts, and international partners and stakeholders at policy level;
2. Coordinate partners and stakeholders' relationships, including liaison with the EU Delegation/Headquarters, joint programming with UNCDF and ADA, and support to Programme Governing Bodies and the concerned Mozambican stakeholders at central and local level (e.g. Ministries and local authorities);
3. Lead the interaction between the PMU and (i) implementing partners/service providers, with regards to programmatic and security matters; (ii) Mozambican central and local authorities to expedite operations (e.g. approval/clearance); and (iii) AICS with regard to administrative, procurement, legal, and financial compliance;
4. Formulate and implement the Operational Plan of activities based on the provisions of Annex I "Description of the Action" of the Contribution Agreement - including: programme operation and monitoring, implementation of grants and outsourced services, progress/interim reporting, relevant follow up action, and payment requests - under the supervision of the AICS Regional Representative, and in close collaboration with the PMU team members, particularly with the Administrative and Financial Expert;
5. Coordinate PMU operations, including (i) technical reporting (e.g. six-monthly Information Memo, Annual reports and final reports to be presented to the EU Delegation), in close cooperation with the Administrative and Financial Expert for the financial part, (ii) preparation of Action related documents and contracts, as well as various terms of reference comprising those related to the selection of the other technical staff, and the calls for grant awards; (iii) processing of tenders for service contracts and calls for proposals for grant awards, including preparation of tenders' technical specifications (according to the EU thresholds); (iv) interaction with grantees and service providers during contract execution;
6. Coordinate external technical assistance activities (e.g., capacity building, institutional development), and provide technical inputs during evaluation missions by external evaluators and by the Commission;
7. Provide technical advice to the AICS Regional Representative, in collaboration with the Administrative and Financial Expert and in consultation with the relevant AICS and Embassy officials in Maputo for: (i) the correct implementation of financial and procurement processes; (ii) log frame, work plan and budget monitoring and possible revisions; (iii) internal and external audit/monitoring/evaluation missions;
8. Manage, in close collaboration with the Administrative and Financial Expert, the correct implementation of the budget of the Action in accordance with the directives of the AICS Regional Representative, and under the supervision of the Administrative Office, as well as provide assistance during audit procedures;
9. Coordinate the implementation of the Communication and Visibility Plan of the Action, in consultation with the relevant AICS and Embassy officials in Maputo, and in collaboration with the PMU Communication Officer, in accordance with the directives of the AICS Regional Representative. Promote communication and information activities, and assist the AICS Regional Representative in media relations, and in organizing launch/closure seminars related to the Action and the visits by the EU Delegation and other institutions, in order to facilitate the dissemination of good practice in relation to other projects managed by other Donors



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and/or the EU Delegation;

10. Perform any other relevant activities as required.

**Prohibition to engage in other activities:** The selected candidate must not have carried out, during the last three years, any business activity in the country of service, or be in a situation of conflict, even potential, of interests that undermine the impartial exercise of the functions, as provided for in Article 53 of Legislative Decree no. 165 of 2001, referred to in Law No. 190 of 2012 and by the Code of Ethics and Conduct of AICS referred to in point 7 below. The Administration reserves the right to verify, under penalty of exclusion, the compliance of what has been declared in this regard by the selected candidate.

## 2. REQUIREMENTS

### 2.1 Essential Requirements:

Candidates will be considered eligible for selection on the basis of the following **essential requirements**, to be fulfilled by the deadline for applications:

- 2.1.1 Age not exceeding (at the time of signing the contract) that required for retirement by local regulations, or by Italian regulations for candidates subject to the Italian social security system (67 years);
- 2.1.2 Medically fit for employment;
- 2.1.3 Master's level university degree in Development Studies, International Relations, Economics, Rural Development or related fields (level 7 European Qualification Framework EQF). Other degrees of the same level may be taken into consideration if accompanied by sector- specific experience. Although not a public competition, candidates may make use of the equipollence for admission to public competitions, published on the website the Ministry of Education, University and Research [www.miur.it](http://www.miur.it);
- 2.1.4 At least 10 years of post-graduate working experience in EU Institutions and/or international organizations and/or governmental and non-governmental aid bodies and or on project/programme management, strategic management, partnership building, stakeholder coordination and resource mobilization responsibilities;
- 2.1.5 At least 5 years working experience in developing countries, with EU Institutions and/or international organizations and/or governmental and non-governmental aid bodies;
- 2.1.6 Proficient in written and spoken English (C1 Level - Common European Framework of Reference);
- 2.1.7 Proficient in written and spoken Italian (C1 Level - Common European Framework of Reference);
- 2.1.8 Proficiency in the use of Microsoft Office applications;
- 2.1.9 Not having sustained, in the three-year period preceding the date of expiry of the notice, an assessment of insufficiency in the assessment of work done/performed in the context of employment contracts signed with AICS offices other than Maputo.

### 2.2 Preferred requirements:

The following will constitute the preferred qualification for the position:



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- 2.2.1 Post-graduate diplomas (University Master, PhD or other Higher Education Courses recognized in the sector of interest) additional to the minimum requirements indicated in point 2.1.3 above;
- 2.2.2 Proficient in written and spoken Portuguese (B2, C1 or C2 Level - Common European Framework of Reference), English (C2 - Common European Framework of Reference) and Italian (C2 - Common European Framework of Reference);
- 2.2.3 Previous working experience at the Directorate General for Development Cooperation and/or the Italian Agency for Development Cooperation and/or European Institutions;
- 2.2.4 Previous experience managing EU-funded projects, grant and tender processes, and /or knowledge of rules, regulations and procedures in use by the EU (e.g. reporting obligations; PRAG);
- 2.2.5 Similar professional experience carried out in the country of this assignment.

Before submitting their application, candidates should assess whether they fulfil all the essential requirements specified in this vacancy notice. Professional experiences indicated in the curriculum vitae are accounted only from the time the candidate obtained the degree required for the position. Start and end dates of all previous positions and indication on whether they were full- or part-time should be clearly stated in the curriculum vitae. Details of any professional experience, training, research, or studies must be provided in the application. Upon request, candidates must be able to provide supporting documentation clearly indicating the duration and nature of those experiences.

### 3. HOW TO APPLY

The submission of the application duly signed should indicate the number of the vacancy announcement. The applications should include:

1. Signed Legally Binding Statement (according to art. 46 of Italian D.P.R. 28.12.2000 n. 445) – as per the attached template, declaring:
  - a. Age not exceeding (at the time of signing the contract) that required for retirement by local regulations or by Italian regulations for candidates subject to the Italian social security system (67 years);
  - b. Citizenship;
  - c. Being medically fit for employment;
  - d. Full enjoyment of political and civil rights;
  - e. Absence of convictions for any criminal offence and absence of any pending criminal charge both in Italy and abroad;
  - f. Not to have been dismissed, dispensed, declared lapsed or fired from employment in a public administration, both in Italy and abroad;
  - g. Not to be subject to compulsory military service;
  - h. Not having sustained, in the three-year period preceding the date of expiry of the notice, an assessment of insufficiency in the assessment of work done/performed in the context of employment contracts signed with AICS offices other than Maputo;
  - i. To have acquired the academic qualification required by the selection notice;
  - j. To have acquired the professional experience required by the selection notice;
  - k. To have a written and spoken knowledge of English language, at least level C1 of the Common European Framework of Reference for Languages;



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- l. To have a written and spoken knowledge of Italian language, at least level C1 of the Common European Framework of Reference for Languages;
- m. To have knowledge and consistent effective use of the main Microsoft Office applications.

Any false declaration will incur on penal sanctions according to article 76 of Italian D.P.R. n. 445 of 28.12.2000, as subsequently amended and supplemented, facing immediate termination of employment and loss of any wrongfully obtained benefit.

The applications should also include:

2. Dated and signed Curriculum vitae in English (Europass format), including authorization to process personal data;
3. Dated and signed motivation letter in English;
4. Copy of valid passport.

The applicants should also provide a telephone number and an email address for communications and must notify AICS Maputo of any change occurred after the submission of the application.

The applications duly dated and signed, and in non-editable pdf. format, should be submitted to the following email address: [maputo@aics.gov.it](mailto:maputo@aics.gov.it) by **2 February 2021 at 23:59:00 midnight (Mozambique time)**. The subject of the email must contain the vacancy announcement number **1/AICSMAPUTO/2021 – Team Leader**.

Please note that only complete applications (including documents 1, 2, 3, and 4) received within the deadline will be accepted and considered.

We encourage applicants to submit the application well before the deadline date, since heavy internet traffic or connection problems could lead to difficulties in submission. AICS cannot be held responsible for any delay due to such difficulties.

#### 4. EXCLUSION FROM SELECTION PROCEDURES

The following will determine exclusion from the selection procedure:

- a) Applications lacking any of the essential eligibility requirements;
- b) Application received after the deadline stated in this announcement and using models other than those provided for in this announcement;
- c) Application documents (including annexes) not signed.

#### 5. EVALUATION OF APPLICATIONS

Once the terms of validity of the notice have elapsed, the AICS Office in Maputo assesses the admissibility of the applications regarding the presence of the essential requirements and the absence of causes for exclusion. The exclusion is communicated to the candidates concerned.

Subsequently, the AICS Regional Representative appoints a selection committee who meet the requirements for autonomy and impartiality with respect to the candidates. The committee assesses



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the merits of the applications by assigning a maximum overall score of 100 points according to the following criteria:

### **QUALIFICATIONS (Max 70 points)**

Assessment of education, competences and professional experience, and possession of preferred requirements as indicated in the documentation submitted by the candidate, will be carried out according to the below parameters:

**Education** (*further qualifications than the essential ones required*) - up to 10 points

**Language skills** - up to 10 points

**Assessment of professional experiences** – up to 40 points

**Other qualifications or professional skills** – up to 10 points

### **INTERVIEW (Max 30 points)**

Only candidates scoring minimum 40 points under "QUALIFICATIONS" will be included in the shortlist and invited for an interview.

However, the committee reserves the right to invite for an interview only the first 8 candidates according to the provisional ranking list.

The interview takes place via video conference (e.g. Skype, Zoom).

The interview shall be held in the languages indicated in the call for applications and shall assess the applicant's knowledge and experience, his or her ability to carry out the task in question, the language skills required and any other skills deemed necessary to assess the candidate's profile in relation to the post to be filled. The interview notice is sent by e-mail to the address indicated by the candidate at the time of application. Applicants shall not be entitled to reimbursement of any costs incurred in connection with the interview.

### **Final scoring**

Candidates scoring at least 60 points at the end of the process will be included in the final list of retained candidates.

## **6. RESULTS OF THE SELECTION**

Only the retained candidates will be informed via email of the results of the selection process.

The candidate with the highest score in the ranking list is offered the position via email. The ranking list remains valid for one year and can be extended for another year for motivated needs related to the implementation of the initiative. In case of a decline by the selected candidate or an early termination of the contract, the office reserves the right to appoint another candidate from the ranking list - if the necessary financial resources are available.

In the event of equal scoring, the youngest candidate will be preferred. The ranking list is published on AICS and AICS Maputo Office websites.



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Due to essential service reasons, the candidate with the highest score in the ranking list must be able to take up service in Maputo not later than 1 month from the publication of the ranking on AICS websites. In case the availability is not granted, the office reserves the right to appoint another candidate from the ranking list.

## **7. PROTECTION OF PRIVACY**

The submission of applications by a candidate implies consent to the processing of their personal data, including sensitive data, by personnel assigned to the custody and storage of applications and to their use for the purpose of the selection process

The AICS Regional Representative in Maputo is responsible in relation to personal data handling.

## **8. SUSPENSION AND PROTECTION CLAUSES**

AICS reserves the right to cancel or delay the recruitment process at any stage and at its own discretion.